Manitoba Finance

# Supplementary Information for Legislative Review

2005-2006 Departmental Expenditure Estimates

Manitoba

105-03773/

# DEPARTMENT OF FINANCE

## SUPPLEMENTARY INFORMATION FOR LEGISLATIVE REVIEW

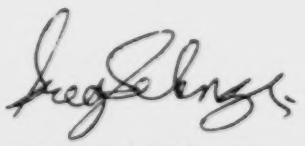
## 2005-2006 EXPENDITURE ESTIMATES

## PREFACE

This document has been produced by the Department of Finance and is intended to provide additional background information on the department which should complement the information contained in the 2005 Manitoba Estimates of Expenditure for the fiscal year ending March 31, 2006.

The contents of this supplement are organized into six parts. The first part provides an overview of the Department of Finance's 2005-2006 estimates of expenditure. The second part provides program and financial information including details of staffing requirements and expenditures. The information in part two is organized on the basis of existing main appropriations for easy cross-reference to the 2005 Manitoba Estimates of Expenditure. Part three provides historical information while part four provides information related to the Department's Capital Investment. Part five is an overview of Special Operating Agencies: Vital Statistics Agency, Manitoba Securities Commission, The Property Registry and Companies Office. Part six provides a standard glossary of terms.

This document has been developed to assist Members of the Legislature in the review of the 2005 Manitoba Estimates of Expenditure. It is hoped that it will provide meaningful additional information and that it will meet the needs of the users of the information. I welcome feedback as to the usefulness of this supplementary information.



Honourable Greg Selinger
Minister of Finance

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# PART 1

# DEPARTMENTAL OVERVIEW

## DEPARTMENT OF FINANCE

**MINISTER**

Honourable Greg Selinger

**DEPUTY MINISTER**

E. Boschman

**BACKGROUND**

The Department of Finance was formed in 1969. Prior to that year, the Comptroller-General and the Treasury functioned as two separate departments under The Treasury Act. In 1969, the Comptroller-General became the Provincial Auditor operating under The Provincial Auditor's Act and Treasury became the Department of Finance operating under The Financial Administration Act. In 2002, the Department of Consumer and Corporate Affairs became a division under the Department of Finance.

**RESPONSIBILITIES**

The Minister of Finance is Chair of Treasury Board and, through the department, manages and administers the Consolidated Fund and directs the financial affairs of the province. The overall responsibilities of the Minister and the department include:

- providing policy direction on matters relating to financial management and administration;
- analyzing and appraising the economic situation and prospects in Manitoba in cooperation with other ministries as appropriate;
- advising on fiscal and other economic policies and measures;
- managing the requirements of the province within appropriate fiscal policies, by action related to expenditures, lending, taxation, borrowing and cash management;
- advising on policies relating to Federal-Provincial fiscal and economic relations;
- representing the province in negotiations and participating in meetings related to finance, taxation and economic development;
- maintaining the provincial accounting and financial reporting systems; and
- fostering business and consumer confidence in the marketplace and administering a regulatory framework that contributes to a competitive Manitoba economy.

The department's programs and services are budgeted under eleven main appropriations: Administration and Finance, Treasury, Comptroller, Taxation, Federal-Provincial Relations and Research, Insurance and Risk Management, Treasury Board Secretariat, Consumer and Corporate Affairs, Costs Related to Capital Assets, Net Tax Credit Payments and Public Debt (Statutory). Additional information on each of these main appropriations is included in the section entitled Part 2, Program and Financial Information. In addition to these programs and services, information on the department's Capital Investment and Special Operating Agencies are presented in sections entitled Part 4, Capital Investment and Part 5, Special Operating Agencies respectively.

**SCHEDULE 1**

STATUTORY RESPONSIBILITIES OF THE MINISTER OF FINANCE

| | Continuing Consolidation Chapter |
|---|---|
| The Balanced Budget, Debt Repayment and Taxpayer Accountability Act | B 5 |
| The Business Names Registration Act | B 110 |
| The Business Practices Act | B120 |
| The Cemeteries Act | C 30 |
| The Title to Certain Lands Act (R.S.M. 1990, c. 259) | - |
| The Change of Name Act | C 50 |
| The Charities Endorsement Act | C 60 |
| The Commodity Futures Act | C 152 |
| The Condominium Act | C 170 |
| The Consumer Protection Act | C 200 |
| The Cooperatives Act | C 223 |
| The Corporations Act | C 225 |
| The Corporation Capital Tax Act | C 226 |
| The Credit Unions and Caisses Populaires Act | C 301 |
| The Crown Corporations Public Review and Accountability Act | C 336 |
| The Electronic Commerce and Information Act (Part 5) | E 55 |
| The Embalmers and Funeral Directors Act | E 70 |
| The Energy Rate Stabilization Act | E 115 |
| The Manitoba Evidence Act (Parts II and III) | E 150 |
| The Financial Administration Act | F 55 |
| The Fire Insurance Reserve Fund Act | F 70 |
| The Fiscal Stabilization Fund Act | F 85 |
| The Manitoba Foundation Act | F 155 |
| The Prearranged Funeral Services Act | F 200 |
| The Gasoline Tax Act | G 40 |
| The Health and Post Secondary Education Tax Levy Act | H 24 |
| The Professional Home Economists Act | H 70 |
| The Hospital Capital Financing Authority Act | H 125 |
| The Housing and Renewal Corporation Act [clause 44(k)] | H 160 |
| The Hudson's Bay Company Land Register Act | H 170 |
| The Income Tax Act (except sections 7.5 to 7.10) | I 10 |
| The Insurance Act | I 40 |
| The Insurance Corporations Tax Act | I 50 |
| The Manitoba Investment Pool Authority Act | I 100 |
| The Landlord and Tenant Act | L 70 |
| The Life Leases Act | L 130 |
| The Marriage Act | M 50 |
| The Manitoba Hydro Act | H 190 |
| The Mining Claim Tax Act | M 165 |
| The Mining Tax Act | M 195 |
| The Mortgage Act (Part III) | M 200 |
| The Mortgage Dealers Act | M 210 |
| The Motive Fuel Tax Act | M 220 |

**SCHEDULE 1**

STATUTORY RESPONSIBILITIES OF THE MINISTER OF FINANCE

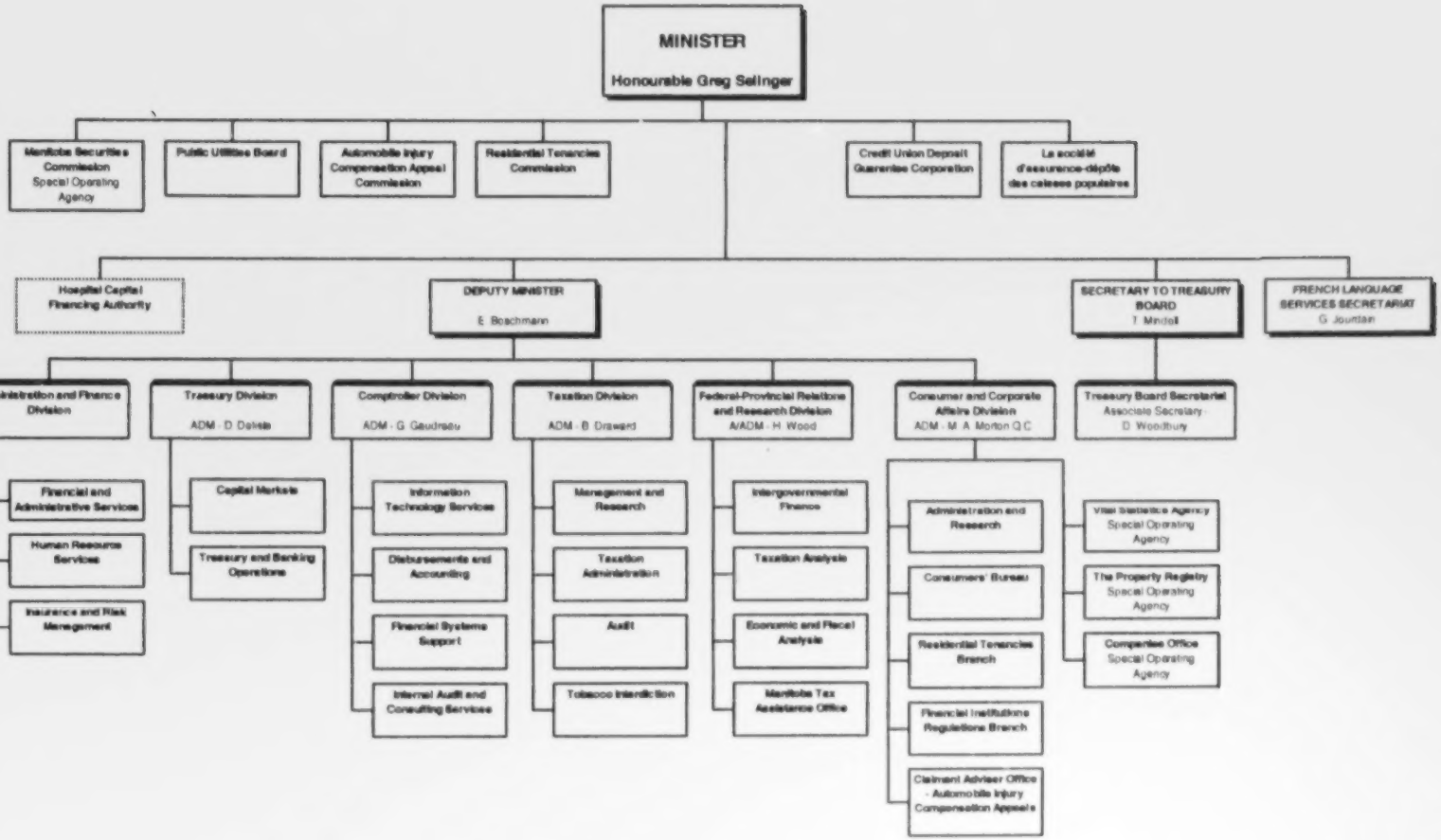
| | Continuing Consolidation Chapter |
|---|---|
| The Pari-Mutuel Levy Act | P12 |
| The Partnership Act | P 30 |
| The Personal Investigations Act | P 34 |
| The Personal Property Security Act | P 35 |
| The Property Tax and Insulation Assistance Act (Parts I to IV and Part V.1, and section 1 and Part VI as they relate to subjects covered under Parts I to IV and Part V.1) | P 143 |
| The Public Officers Act | P 230 |
| The Public Utilities Board Act | P 280 |
| The Public Sector Compensation Disclosure Act (S.M. 1996, c. 60) | P 265 |
| The Real Estate Brokers Act | R 20 |
| The Real Property Act | R 30 |
| The Registry Act | R 50 |
| The Religious Societies' Lands Act | R 70 |
| The Residential Tenancies Act | R 119 |
| The Retail Sales Tax Act | R 130 |
| The Revenue Act | R 150 |
| The Succession Duty Act (S.M. 1988-89, c. 42) | - |
| The Securities Act | S 50 |
| The Special Survey Act | S 190 |
| The Suitors' Moneys Act | S 220 |
| The Surveys Act (Part I) | S 240 |
| The Tax Appeals Commission Act | T 3 |
| The Provincial - Municipal Tax Sharing Act | T 5 |
| The Tobacco Tax Act | T 80 |
| The Trade Practices Inquiry Act | T 110 |
| The Vital Statistics Act | V 60 |

and:

Bedding, Upholstered and Stuffed Articles Regulation (Manitoba Regulation 333/88R) under The Public Health Act

Per Schedule "J" Order-in-Council 22/2005 and the Continuing Consolidation of the Statutes of Manitoba

# Manitoba Finance
## Organization Chart




2005-2006

CHART 1

SCHEDULE 2

## DEPARTMENT OF FINANCE
## EXPENDITURE SUMMARY
## BY MAIN APPROPRIATION

| | Estimates of Expenditure 2005/2006 $(000s) | Change From 2004/2005 % | Estimates of Expenditure 2004/2005 $(000s)* |
|---|---|---|---|
| 1. Administration and Finance | **2,104.7** | 5.4 | **1,996.1** |
| 2. Treasury | **1,812.6** | 7.5 | **1,686.5** |
| 3. Comptroller | **6,849.4** | 6.7 | **6,420.3** |
| 4. Taxation | **15,886.5** | 3.6 | **15,329.4** |
| 5. Federal-Provincial Relations and Research | **3,247.1** | 3.2 | **3,146.7** |
| 6. Insurance and Risk Management | **407.8** | 5.8 | **385.4** |
| 7. Treasury Board Secretariat | **6,095.7** | 5.7 | **5,769.0** |
| 8. Consumer and Corporate Affairs | **11,277.6** | 10.2 | **10,232.7** |
| 9. Costs Related to Capital Assets | **4,105.6** | (2.7) | **4,220.1** |
| 10. Net Tax Credit Payments | **50,342.4** | 1.2 | **49,733.2** |
| 11. Public Debt (Statutory) | **268,983.9** | 12.7 | **238,681.5** |
| **TOTAL APPROPRIATIONS FOR FINANCE** | **371,113.3** | 9.9 | **337,600.9** |
| **CAPITAL INVESTMENT - General Assets** (See Part 4 for details) | **343.8** | (50.9) | **700.0** |

*** Reconciliation Statement**
**$(000s)**

| | |
|---|---|
| Printed Estimates of Expenditure 2004/2005 | 336,601.9 |
| Allocation of funds from: | |
| - Enabling Appropriations re: Internal Reform, Workforce Adjustments and General Salary Increases | 999.0 |
| Estimates of Expenditure 2004/2005 (Adjusted) | 337,600.9 |

**DEPARTMENT OF FINANCE**
**PERCENTAGE DISTRIBUTION OF EXPENDITURES**
**BY OPERATING APPROPRIATIONS, NET TAX CREDIT PAYMENTS AND PUBLIC DEBT**
**2005/2006**

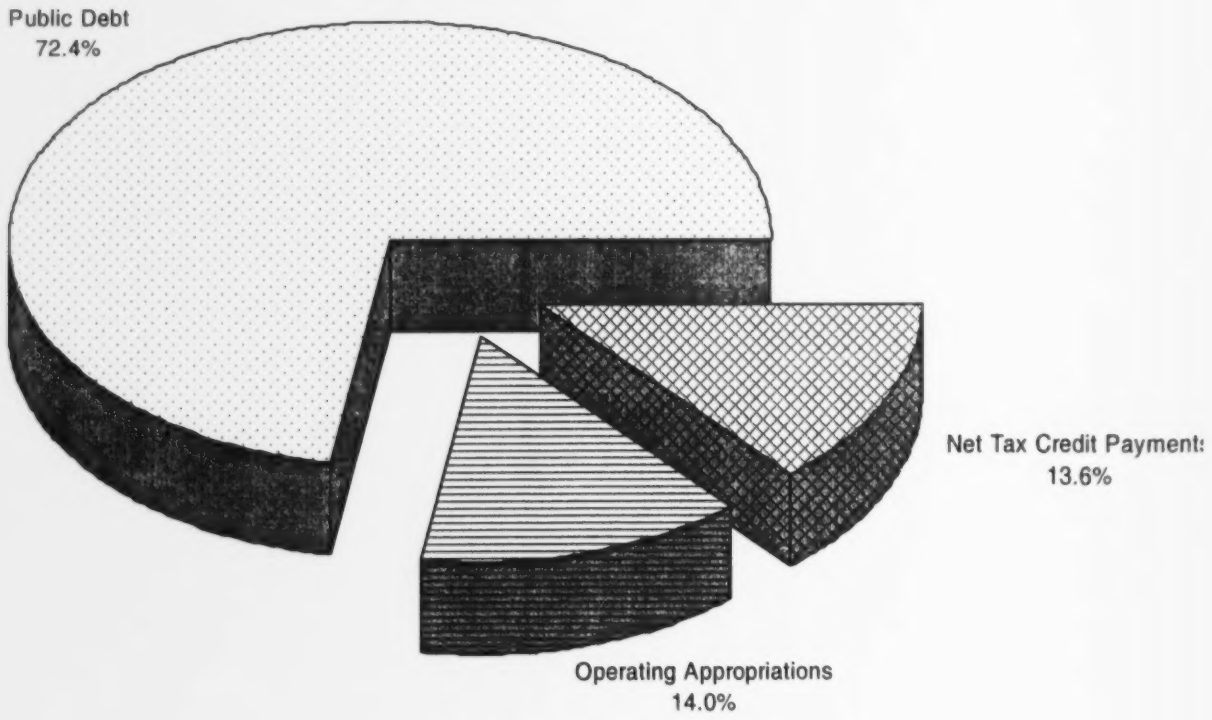
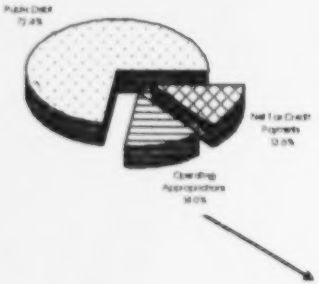



CHART 2

**DEPARTMENT OF FINANCE**
**PERCENTAGE DISTRIBUTION OF EXPENDITURES**
**BY OPERATING APPROPRIATIONS**
**2005/2006**



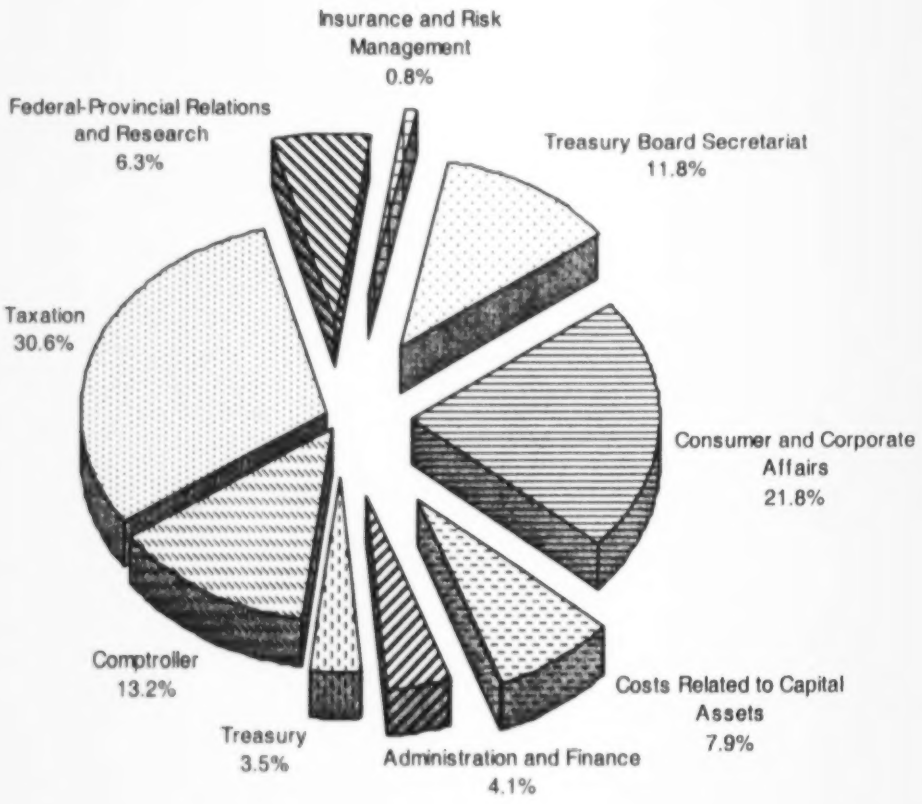



CHART 3

SCHEDULE 3

**DEPARTMENT OF FINANCE**
**EXPENDITURE SUMMARY**
**BY SALARIES & EMPLOYEE BENEFITS, OTHER EXPENDITURES,**
**COSTS RELATED TO CAPITAL ASSETS, NET TAX CREDIT PAYMENTS AND PUBLIC DEBT**

| ELEMENT | **ESTIMATES OF EXPENDITURE 2005/2006 $(000s)** | | ESTIMATES OF EXPENDITURE 2004/2005 $(000s) | |
|---|---|---|---|---|
| SALARIES AND EMPLOYEE BENEFITS (Details on Schedules 4 and 5) | | **36,368.0** | | 33,786.9 |
| OTHER EXPENDITURES | **15,235.7** | | 14,344.1 | |
| (Less: Recoverable from Other Appropriations) | **(4,061.0)** | **11,174.7** | (3,859.6) | 11,040.5 |
| GRANTS | | **138.7** | | 138.7 |
| COSTS RELATED TO CAPITAL ASSETS | | **4,105.6** | | 4,220.1 |
| TOTAL OPERATING APPROPRIATIONS | | **51,787.0** | | 49,186.2 |
| NET TAX CREDIT PAYMENTS | **235,540.4** | | 232,397.3 | |
| (Less: Recoverable from Other Appropriations) | **(185,198.0)** | **50,342.4** | (182,664.1) | 49,733.2 |
| PUBLIC DEBT (Statutory) | | **268,983.9** | | 238,681.5 |
| TOTAL | | **371,113.3** | | 337,600.9 |

SCHEDULE 4

**DEPARTMENT OF FINANCE**
**STAFFING AND SALARY SUMMARY**
**BY APPROPRIATION/SUB-APPROPRIATION**

| APPROP. NO. | DIVISION/BRANCH | ESTIMATES OF EXPENDITURE 2005/2006 $(000s) FTEs | SALARIES | ESTIMATES OF EXPENDITURE 2004/2005 $(000s) FTEs | SALARIES |
|---|---|---|---|---|---|
| 7-1 | ADMINISTRATION AND FINANCE | | | | |
| (a) | Minister's Salary | 1.00 | 29.4 | 1.00 | 29.4 |
| (b) | Executive Support | 7.00 | 460.3 | 7.00 | 422.8 |
| (c) | Financial and Administrative Services | 6.00 | 381.4 | 6.00 | 323.6 |
| (e) | French Language Services Secretariat | 10.00 | 345.6 | 10.00 | 325.4 |
| (f) | Human Resource Services | 9.00 | 532.9 | 9.00 | 522.8 |
| | TOTAL | 33.00 | 1,749.6 | 33.00 | 1,624.0 |
| 7-2 | TREASURY | | | | |
| (a) | Administration | 2.00 | 118.1 | 2.00 | 116.2 |
| (b) | Capital Markets | 9.00 | 604.2 | 9.00 | 536.6 |
| (c) | Treasury and Banking Operations | 14.00 | 831.5 | 14.00 | 774.9 |
| | TOTAL | 25.00 | 1,553.8 | 25.00 | 1,427.7 |
| 7-3 | COMPTROLLER | | | | |
| (a) | Comptroller's Office | 5.00 | 391.1 | 2.00 | 165.2 |
| (b) | Information Technology Services | 6.85 | 552.8 | 6.85 | 503.7 |
| (c) | Disbursements and Accounting | 42.00 | 2,432.2 | 39.00 | 2,185.1 |
| (d) | Financial Systems Support | 10.00 | 825.5 | 13.00 | 1,023.1 |
| (e) | Internal Audit and Consulting Services | 24.50 | 1,836.9 | 24.50 | 1,731.6 |
| | TOTAL | 88.35 | 6,038.5 | 85.35 | 5,598.7 |
| 7-4 | TAXATION | | | | |
| (a) | Management and Research | 19.50 | 1,329.7 | 19.50 | 1,254.0 |
| (b) | Taxation Administration | 74.00 | 3,580.0 | 75.00 | 3,317.8 |
| (c) | Audit | 89.00 | 5,790.3 | 90.00 | 5,463.0 |
| (d) | Tobacco Interdiction | 10.00 | 635.4 | 10.00 | 650.4 |
| | TOTAL | 192.50 | 11,335.4 | 194.50 | 10,685.2 |

SCHEDULE 4

## DEPARTMENT OF FINANCE
## STAFFING AND SALARY SUMMARY
## BY APPROPRIATION/SUB-APPROPRIATION

| APPROP. NO. | DIVISION/BRANCH | ESTIMATES OF EXPENDITURE 2005/2006 $(000s) FTEs | ESTIMATES OF EXPENDITURE 2005/2006 $(000s) SALARIES | ESTIMATES OF EXPENDITURE 2004/2005 $(000s) FTEs | ESTIMATES OF EXPENDITURE 2004/2005 $(000s) SALARIES |
|---|---|---|---|---|---|
| 7-5 | FEDERAL-PROVINCIAL RELATIONS AND RESEARCH | | | | |
| (a) | Economic and Federal-Provincial Research | **21.25** | **1,656.8** | 21.25 | 1,599.2 |
| (b) | Manitoba Tax Assistance Office | **7.00** | **336.2** | 8.00 | 291.5 |
| | TOTAL | **28.25** | **1,993.0** | 29.25 | 1,890.7 |
| 7-6 | INSURANCE AND RISK MANAGEMENT | | | | |
| (a) | Insurance and Risk Management | **5.20** | **350.8** | 5.20 | 326.7 |
| | TOTAL | **5.20** | **350.8** | 5.20 | 326.7 |
| 7-7 | TREASURY BOARD SECRETARIAT | | | | |
| (a) | Treasury Board Secretariat | **64.60** | **5,285.6** | 66.60 | 4,929.2 |
| | TOTAL | **64.60** | **5,285.6** | 66.60 | 4,929.2 |
| 7-8 | CONSUMER AND CORPORATE AFFAIRS | | | | |
| (a) | Administration and Research | **14.78** | **962.5** | 16.78 | 954.7 |
| (b) | Consumers' Bureau | **16.00** | **933.4** | 18.50 | 944.7 |
| (c) | Residential Tenancies Branch | **54.50** | **3,333.1** | 55.50 | 2,913.8 |
| (d) | Financial Institutions Regulations Branch | **11.50** | **723.6** | 11.50 | 752.4 |
| (e) | Claimant Adviser Office – Automobile Injury Compensation Appeals | **4.00** | **259.4** | 4.00 | 116.3 |
| (f) | Automobile Injury Compensation Appeal Commission | **9.00** | **761.9** | 9.00 | 653.7 |
| (g) | Residential Tenancies Commission | **5.00** | **565.8** | 4.50 | 463.5 |
| (h) | Public Utilities Board | **6.23** | **521.6** | 7.23 | 505.6 |
| | TOTAL | **121.01** | **8,061.3** | 127.01 | 7,304.7 |
| 7 | TOTAL FOR DEPARTMENT OF FINANCE | **557.91** | **36,368.0** | 565.91 | 33,786.9 |

NOTE: The salary estimate of $36,368.0 is net of $243.3 transferred to the Canada-Manitoba Enabling Vote related to French Language Services Secretariat and with the exception of the Minister's Salary, includes employee benefits as defined in the glossary.

Staff positions are measured as Full Time Equivalents (FTEs).

**DEPARTMENT OF FINANCE**
**2005/2006 STAFFING AND SALARY SUMMARY**
**BY POSITION CATEGORY**

| MAIN-APPROPRIATION | MANAGERIAL | | PROFESSIONAL/ TECHNICAL | | ADMINISTRATIVE SUPPORT | | TOTAL | |
|---|---|---|---|---|---|---|---|---|
| | FTEs | $(000s) | FTEs | $(000s) | FTEs | $(000s) | **FTEs** | **$(000s)** |
| ADMINISTRATION AND FINANCE | 5.00 | 429.3 | 13.00 | 763.8 | 15.00 | 578.3 | **33.00** | **1,771.4** |
| TREASURY | 3.00 | 297.3 | 17.00 | 925.0 | 5.00 | 178.2 | **25.00** | **1,400.5** |
| COMPTROLLER | 7.00 | 604.9 | 64.85 | 4,240.4 | 16.50 | 607.4 | **88.35** | **5,452.7** |
| TAXATION | 6.00 | 550.8 | 114.50 | 6,650.6 | 72.00 | 3,050.7 | **192.50** | **10,252.1** |
| FEDERAL-PROVINCIAL RELATIONS AND RESEARCH | 5.00 | 438.6 | 14.25 | 987.3 | 9.00 | 386.7 | **28.25** | **1,812.6** |
| INSURANCE AND RISK MANAGEMENT | 1.00 | 80.6 | 3.00 | 190.3 | 1.20 | 43.6 | **5.20** | **314.5** |
| TREASURY BOARD SECRETARIAT | 11.00 | 1,079.1 | 42.60 | 3,189.2 | 11.00 | 494.7 | **64.60** | **4,763.0** |
| CONSUMER AND CORPORATE AFFAIRS | 16.00 | 1,411.6 | 49.50 | 3,143.7 | 55.51 | 2,352.1 | **121.01** | **6,907.4** |
| TOTAL | 54.00 | 4,892.2 | 318.70 | 20,090.3 | 185.21 | 7,691.7 | **557.91** | **32,674.2** |

| Reconciliation to Schedules 3 and 4 (Salary Costs) : | |
|---|---|
| Salary Costs per above | 32,674.2 |
| Employee Benefits | 3,879.9 |
| Other Costs and Benefits | 528.3 |
| Staff Turnover | (471.1) |
| Transferred to the Canada-Manitoba Enabling Vote | (243.3) |
| Salary Costs per Schedules 3 & 4 | 36,368.0 |

**DEPARTMENT OF FINANCE**
**PERCENTAGE DISTRIBUTION OF SALARIES**
**BY OPERATING APPROPRIATIONS**
**2005/2006**

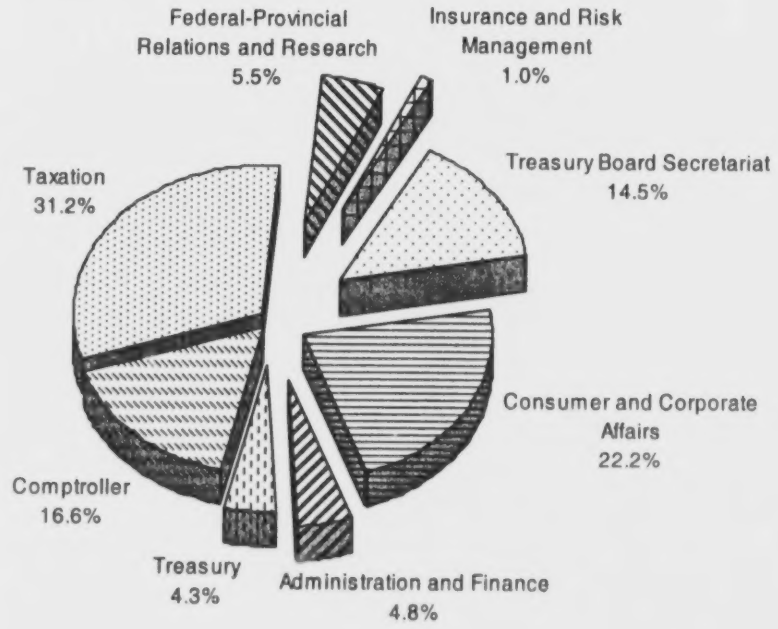



CHART 4

**DEPARTMENT OF FINANCE**
**PERCENTAGE DISTRIBUTION OF STAFF POSITIONS**
**BY OPERATING APPROPRIATIONS**
**2005/2006**

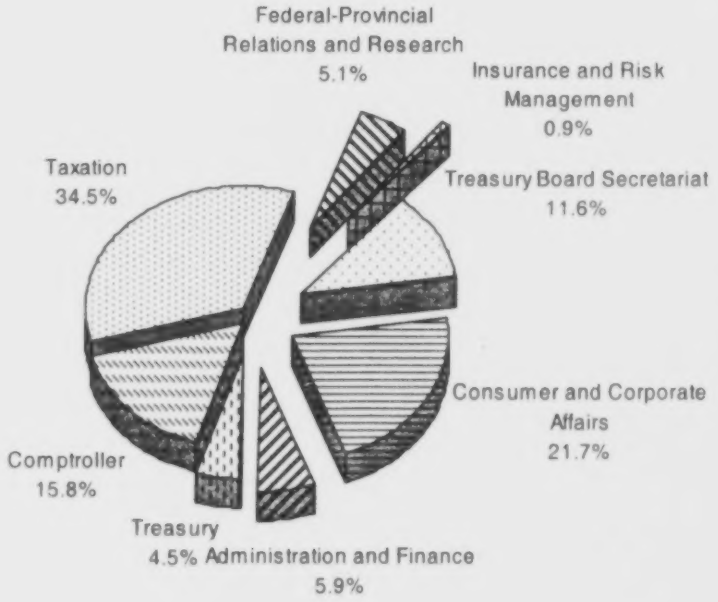



CHART 5

# PART 2

# PROGRAM AND FINANCIAL INFORMATION

| Resolution No. | Approp. No. | Finance (7) Details of Appropriation | **Estimates of Expenditure 2005/2006 $(000s)** | Estimates of Expenditure 2004/2005 $(000s) |
|---|---|---|---|---|
| 7.1 | 1. | ADMINISTRATION AND FINANCE ..... | **2,104.7** | 1,996.1 |
| | | - Provides direction, coordination and control of department programs and advises on government fiscal policy. | | |
| | | - Provides financial and administrative support services to the department. | | |
| | | - Provides managers and staff of the department with human resource management programs and services. | | |
| | | - *French Language Services Secretariat:* Provides advice to the government on matters relating to the French Language Services Policy and guidance to government departments and administrative bodies on the implementation of the policy and on the development of government services in the French language. | | |
| | | (a) Minister's Salary | **29.4** | 29.4 |
| | | (b) Executive Support | **551.0** | 513.5 |
| | | (c) Financial and Administrative Services | **450.1** | 394.5 |
| | | (d) Tax Appeal Commission | **18.1** | 19.1 |
| | | (e) French Language Services Secretariat | **447.7** | 427.5 |
| | | (f) Human Resource Services | **608.4** | 612.1 |
| | | | **2,104.7** | 1,996.1 |

**SUB-APPROPRIATION 07-1a**

**MINISTER'S SALARY**

OBJECTIVES

To provide for the additional compensation to which an individual appointed to the Executive Council is entitled.

| | Estimates of Expenditure 2005/2006 | | Estimates of Expenditure 2004/2005 | |
|---|---|---|---|---|
| | FTEs | $(000s) | FTEs | $(000s) |
| **SALARIES** | | | | |
| Managerial | 1.00 | 29.4 | 1.00 | 29.4 |

**SUB-APPROPRIATION 07-1b**

**EXECUTIVE SUPPORT**

OBJECTIVES

To provide effective leadership for departmental activities consistent with government policy objectives.

ACTIVITY IDENTIFICATION

Provides the Minister with policy and program advice on all matters related to the department.

Coordinates and supports the delivery of programs to meet the policy objectives of government.

Provides policy direction for incorporation in department plans and ensures the development of effective management practices throughout the department.

Provides administrative support for the offices of the Minister and Deputy Minister.

EXPECTED RESULTS

Effective and efficient operation of the Department of Finance as reflected in the results of each division.

Delivery of effective and efficient administrative support services to the offices of the Minister and Deputy Minister.

## ADMINISTRATION AND FINANCE

**SUB-APPROPRIATION 07 1b**
**EXECUTIVE SUPPORT**

| | Estimates of Expenditure 2005/2006 | | Estimates of Expenditure 2004/2005 | |
|---|---|---|---|---|
| | FTEs | $(000s) | FTEs | $(000s) |
| **SALARIES AND EMPLOYEE BENEFITS** | | | | |
| Managerial | 1.00 | 139.8 | 1.00 | 137.2 |
| Professional/Technical | 2.00 | 106.1 | 2.00 | 104.1 |
| Administrative Support | 4.00 | 166.0 | 4.00 | 143.7 |
| Employee Benefits | | 48.4 | | 37.8 |
| Total Salaries and Employee Benefits | 7.00 | 460.3 | 7.00 | 422.8 |
| **OTHER EXPENDITURES** | | | | |
| Transportation | | 32.8 | | 32.8 |
| Communications | | 28.3 | | 28.3 |
| Supplies and Services | | 15.9 | | 15.9 |
| Other Operating | | 13.7 | | 13.7 |
| Total Other Expenditures | | 90.7 | | 90.7 |
| **TOTAL SUB-APPROPRIATION** | | 551.0 | | 513.5 |

## SUB-APPROPRIATION 07-1c

## FINANCIAL AND ADMINISTRATIVE SERVICES

### OBJECTIVES

To ensure appropriate management of, and accountability for the department's resources. This encompasses the development and implementation of departmental financial and administrative policies, processes and practices; compliance with government legislation, policies and procedures; providing accounting and administrative services to the department; and providing analytical and consultative support services to the department's operating divisions.

### ACTIVITY IDENTIFICATION

Plans, organizes and evaluates departmental accounting and financial management activities including financial reporting, expenditure and revenue processing and appropriation control.

Advises executive management on a timely basis regarding emerging financial and program management issues.

Coordinates and supports the development of the department's annual estimates, quarterly financial forecasts and related reports, and the Annual Report.

Supports departmental management through the provision of analytical, consultative and evaluative advice on financial proposals and ongoing operations.

Coordinates the department's requests for office accommodation, telecommunication services and government vehicles, and administers the department's parking program.

Coordinates the department's records management program, including applications made under the Freedom of Information and Protection of Privacy Act.

### EXPECTED RESULTS

A controllership function that is responsive to the financial management and administrative requirements of the department and government.

Strong fiscal management, accountability and control over departmental financial resources.

Timely financial reporting of departmental expenditures and revenues.

Identification of existing or emerging financial and program management issues.

The provision of timely and accurate decision-making information to the departmental executive.

## ADMINISTRATION AND FINANCE

**SUB-APPROPRIATION 07 1c**
**FINANCIAL AND ADMINISTRATIVE SERVICES**

| | Estimates of Expenditure 2005/2006 | | Estimates of Expenditure 2004/2005 | |
|---|---|---|---|---|
| | FTEs | $(000s) | FTEs | $(000s) |
| **SALARIES AND EMPLOYEE BENEFITS** | | | | |
| Managerial | 1.00 | 89.6 | 1.00 | 84.8 |
| Professional/Technical | 3.00 | 177.0 | 3.00 | 136.7 |
| Administrative Support | 2.00 | 73.2 | 2.00 | 70.8 |
| Employee Benefits | | 41.6 | | 31.3 |
| Total Salaries and Employee Benefits | 6.00 | 381.4 | 6.00 | 323.6 |
| **OTHER EXPENDITURES** | | | | |
| Communications | | 9.4 | | 9.4 |
| Supplies and Services | | 33.3 | | 33.1 |
| - Office Space Rental | 22.1 | | 21.9 | |
| - Other | 11.2 | | 11.2 | |
| Minor Capital | | 0.5 | | 0.5 |
| Other Operating | | 25.5 | | 27.9 |
| - Desktop and other Computer Services | 14.7 | | 17.1 | |
| - Other | 10.8 | | 10.8 | |
| Total Other Expenditures | | 68.7 | | 70.9 |
| **TOTAL SUB-APPROPRIATION** | | 450.1 | | 394.5 |

**SUB-APPROPRIATION 07-1d**

**TAX APPEAL COMMISSION**

OBJECTIVES

To provide the taxpayers of Manitoba with a fair and independent appeals process for assessments under The Retail Sales Tax Act, The Corporation Capital Tax Act, The Health and Post Secondary Education Tax Levy Act and The Mining Tax Act in order to maintain taxpayers' confidence in the integrity of the tax system as a result of applying the rules under the Acts uniformly and consistently.

ACTIVITY IDENTIFICATION

Provides rulings for taxpayers on appeals of tax assessments independent from the taxation officials who issued the assessment.

EXPECTED RESULTS

Public confidence in a fair, objective tax appeals process.

Resolution of taxpayer appeals.

| | **Estimates of Expenditure 2005/2006** | | Estimates of Expenditure 2004/2005 | |
|---|---|---|---|---|
| | **FTEs** | **$(000s)** | FTEs | $(000s) |
| **OTHER EXPENDITURES** | | | | |
| Supplies and Services | - | **18.1** | - | 19.1 |

## SUB-APPROPRIATION 07-1e

## FRENCH LANGUAGE SERVICES SECRETARIAT

### OBJECTIVES

To carry out its mandate as described in the Manitoba French Language Services (FLS) Policy:

"The implementation of this policy is guided and monitored by the French Language Services Secretariat, whose mandate applies to all the administrative bodies covered by this policy. In fulfilling its mandate, the French Language Services Secretariat seeks and facilitates the implementation of this policy in a manner consistent with the concept of active offer and makes recommendations to that effect."

### ACTIVITY IDENTIFICATION

Determine, with the federal government, projects to be funded under the Canada-Manitoba General Agreement on the Promotion of Official Languages.

Act on the recommendations approved by Cabinet and resulting from the review of the FLS Policy by Judge Richard Chartier.

Facilitate, guide and monitor all designated administrative body activity concerning FLS. Provide assistance to the designated administrative bodies in developing strategies to meet the objectives of the FLS Policy, specifically regarding written, oral and electronic communications with the general public and in promotional activities regarding access to FLS.

Coordinate French language training initiatives for provincial government employees.

Coordinate implementation of the cooperation agreements entered into with the governments of Quebec, New Brunswick and the Lower Rhine (Northern region of Alsace in France).

Participate in activities of the Ministerial Conference on Francophone Affairs and the network of Government Officials responsible for Francophone Affairs.

Participate, with the Minister responsible for FLS, in international cooperation activities including the trade missions to the Bas-Rhin (Alsace) and the biennial Francophone Summit.

Maintain day-to-day liaison with the Franco-Manitoban community and representatives to share information and ideas on specific issues and develop practical solutions and strategies.

Deal with representations or complaints from the public about French language services.

### EXPECTED RESULTS

Continued development of bilingual service centres (BSC) in Ste. Anne, St. Laurent and South St. Vital, as outlined in the Chartier Report.

Planning for a bilingual court facility in St. Boniface and establishment of a bilingual circuit court in St. Pierre.

Approval of projects funded under the Canada-Manitoba General Agreement on the Promotion of Official Languages.

Oversee the implementation of FLS Plans by the various administrative bodies covered by the FLS Policy and approved by the Minister responsible for FLS.

Enhanced provision of services in French, as per the FLS Plans, taking into account the Chartier Report Recommendations. Publication of the Report on French Language Services.

ADMINISTRATION AND FINANCE

**SUB-APPROPRIATION 07 1e**
**FRENCH LANGUAGE SERVICES SECRETARIAT**

| | Estimates of Expenditure 2005/2006 | | Estimates of Expenditure 2004/2005 | |
|---|---|---|---|---|
| | FTEs | $(000s) | FTEs | $(000s) |
| **SALARIES AND EMPLOYEE BENEFITS** | | | | |
| Managerial | 1.00 | 89.9 | 1.00 | 88.2 |
| Professional/Technical | 4.00 | 242.1 | 4.00 | 236.2 |
| Administrative Support | 5.00 | 185.3 | 5.00 | 178.6 |
| Employee Benefits | | 71.6 | | 54.2 |
| Total Salaries and Employee Benefits | 10.00 | 588.9 | 10.00 | 557.2 |
| Less: Transfer to Enabling Vote | | (243.3) | | (231.8) |
| Net Salaries and Employee Benefits | 10.00 | 345.6 | 10.00 | 325.4 |
| **OTHER EXPENDITURES** | | | | |
| Transportation | | 12.5 | | 12.5 |
| Communications | | 100.6 | | 100.6 |
| Supplies and Services | | 435.9 | | 430.9 |
| Minor Capital | | 1.5 | | 1.5 |
| Other Operating | | 158.3 | | 174.8 |
| Total Other Expenditures | | 708.8 | | 720.3 |
| Less: Transfer to Enabling Vote | | (606.7) | | (618.2) |
| Net Other Expenditures | | 102.1 | | 102.1 |
| **TOTAL SUB-APPROPRIATION** | | 447.7 | | 427.5 |

**ADMINISTRATION AND FINANCE**

**SUB-APPROPRIATION 07-1f**

**HUMAN RESOURCE SERVICES**

OBJECTIVES

To provide consultative services in all areas of human resource management that will assist the department to recruit, retain, develop and reward knowledgeable staff in a positive and safe work environment and fulfill the department's vision and mission.

To provide payroll and benefit services for staff of the department.

ACTIVITY IDENTIFICATION

Provides professional expertise to the department in the areas of human resource planning, training and development, recruitment and selection, classification, labour relations, employee relations, and pay and benefits administration.

Represents the department in all human resource dealings with central/external agencies.

Coordinates and integrates departmental Employment Equity program and supports the Occupational Health and Safety program.

EXPECTED RESULTS

Recruitment and selection of staff to permanent and term vacancies under delegated staffing authority using current assessment techniques that accurately match position and applicant knowledge, skills and abilities.

Classification of positions under delegated and non-delegated authority to reflect appropriate and consistent classification within the department and throughout government.

Promotion of an employee relations environment that encourages early intervention and appropriate resolution of workplace issues.

Delivery of a comprehensive payroll and benefits service to all departmental staff.

Development and delivery of in-house training programs and educational assistance programs to enhance the knowledge, skills and abilities of individuals, the corporate culture of the department and to sustain the employment of department employees.

Provision of services to support the well-being and appropriate return to work of injured or ill employees and compliance with Occupational Health and Safety legislation.

Provision of Diversity Strategies to enhance the retention of designated employees.

## ADMINISTRATION AND FINANCE

**SUB-APPROPRIATION 07 1f**
**HUMAN RESOURCE SERVICES**

| | **Estimates of Expenditure 2005/2006** | | Estimates of Expenditure 2004/2005 | |
|---|---|---|---|---|
| | **FTEs** | **$(000s)** | FTEs | $(000s) |
| **SALARIES AND EMPLOYEE BENEFITS** | | | | |
| Managerial | **1.00** | **80.6** | 1.00 | 79.1 |
| Professional/Technical | **4.00** | **238.6** | 4.00 | 224.9 |
| Administrative Support | **4.00** | **153.8** | 4.00 | 168.1 |
| Employee Benefits | | **59.9** | | 50.7 |
| Total Salaries and Employee Benefits | **9.00** | **532.9** | 9.00 | 522.8 |
| **OTHER EXPENDITURES** | | | | |
| Transportation | | **0.6** | | 0.6 |
| Communications | | **5.4** | | 5.4 |
| Supplies and Services | | **44.1** | | 52.8 |
| Other Operating | | **25.4** | | 30.5 |
| Total Other Expenditures | | **75.5** | | 89.3 |
| **TOTAL SUB-APPROPRIATION** | | **608.4** | | 612.1 |

| Resolution No. | Approp No. | Finance (7) Details of Appropriation | **Estimates of Expenditure 2005/2006 $(000s)** | Estimates of Expenditure 2004/2005 $(000s) |
|---|---|---|---|---|
| 7.2 | 2. | TREASURY ..... | **1,812.6** | 1,686.5 |
| | | - Manages and administers the borrowing programs, cash resources and investment and debt activities of government. | | |
| | | - Manages and administers borrowing programs and investment activities on behalf of government agencies. | | |
| | | (a) Administration | **220.3** | 218.4 |
| | | (b) Capital Markets | **669.6** | 602.0 |
| | | (c) Treasury and Banking Operations | **922.7** | 866.1 |
| | | | **1,812.6** | 1,686.5 |

## SUB-APPROPRIATION 07-2a

## ADMINISTRATION

OBJECTIVES

To advise the Minister and Deputy Minister on all policy and program matters related to world financial markets, the management, security and servicing of government sector money, debt and investments, and other issues related to the Treasury Division.

To coordinate and administer the activities of the Treasury Division so as to ensure that government policy objectives are met.

ACTIVITY IDENTIFICATION

Manages the activities of the division.

Maintains close contact with the world financial community so as to be knowledgeable about the status of all markets relevant to the province, and provides advice to the Minister and Deputy Minister respecting such markets.

Provides financial management and advisory services to government departments, agencies and investment funds.

Reviews policies, legislation and regulations, and recommends changes where necessary to achieve objectives.

Ensures that safeguards are in place to protect the financial assets of the province.

Deals with technological and financial market complexities and risks through the operations of an Executive Management Committee, a Capital Markets Committee, a Credit Committee and an Information Technology Committee.

Ongoing customization and upgrading of an automated, integrated treasury management system to provide more efficient cash, investment and debt management reporting.

EXPECTED RESULTS

The best possible financial arrangements that minimize risk and cash flow requirements for the province, Crown corporations, government agencies, school boards, hospitals and municipalities.

Policies, legislation and regulations are sufficient for the needs of the government.

Investment returns are the maximum possible within acceptable risk parameters.

The Treasury Division will be effectively and efficiently managed and operated, and the expected results of the branches of the Treasury Division will be achieved.

**TREASURY**

**SUB-APPROPRIATION 07 2a**
**ADMINISTRATION**

| | Estimates of Expenditure 2005/2006 | | Estimates of Expenditure 2004/2005 | |
|---|---|---|---|---|
| | FTEs | $(000s) | FTEs | $(000s) |
| **SALARIES AND EMPLOYEE BENEFITS** | | | | |
| Managerial | 1.00 | 107.4 | 1.00 | 105.5 |
| Administrative Support | 1.00 | 0.0 | 1.00 | 0.0 |
| Employee Benefits | | 10.7 | | 10.7 |
| Total Salaries and Employee Benefits | 2.00 | 118.1 | 2.00 | 116.2 |
| **OTHER EXPENDITURES** | | | | |
| Transportation | | 4.4 | | 4.4 |
| Communications | | 5.1 | | 5.1 |
| Supplies and Services | | 40.3 | | 40.3 |
| - Office Space Rental | 21.5 | | 21.5 | |
| - Other | 18.8 | | 18.8 | |
| Minor Capital | | 45.7 | | 45.7 |
| Other Operating | | 6.7 | | 6.7 |
| Total Other Expenditures | | 102.2 | | 102.2 |
| **TOTAL SUB-APPROPRIATION** | | 220.3 | | 218.4 |

## TREASURY

**SUB-APPROPRIATION 07-2b**

**CAPITAL MARKETS**

OBJECTIVES

To provide effective management of the borrowing programs needed to finance the government, Crown corporations and government agencies.

To administer the government's investments in and advances made to Crown corporations, government agencies and other loan programs.

To effectively manage the short-term borrowing and investing programs of the government.

To effectively manage trust money deposited with the Minister of Finance by Crown corporations, agencies and departments.

ACTIVITY IDENTIFICATION

Monitors global capital markets and initiates the borrowing activities of the government which have recently averaged approximately $2.8 billion per annum. All documentation relating to borrowing activities is prepared by the branch.

Manages the government's currency and interest rate risk respecting its liabilities by monitoring swap markets, initiating and negotiating interest rate and currency swaps as well as being responsible for all the documentation related to these transactions.

Acts as the province's principal liaison with domestic and international rating agencies and coordinates all presentations made to such agencies.

Prepares or coordinates the preparation of all documentation required by the regulatory agencies in the various global markets to allow the province to borrow in those markets. This includes prospectuses and associated documentation, legal opinions and other certificates.

Maintains all records relating to the direct and guaranteed debt of the government, and prepares the related sections contained in provincial publications such as public accounts, the budget and quarterly financial report.

Manages the capital funding of all Crown corporation and loan programs and maintains the records of such investments.

Monitors foreign exchange markets and arranges for the purchase and sale of foreign currencies as required to service the debt.

Establishes interest rates for loans to Crown corporations, government agencies, school boards, hospitals and municipalities.

Establishes strategies for the investment of sinking funds and other long-term investment accounts aggregating approximately $6.0 billion.

Prepares cash flow forecasts detailing the government's anticipated daily receipts and expenditures, including its trust and administration activities. Management of daily bank balances and timing of long-term borrowing is determined as a result of these cash flow forecasts.

**CAPITAL MARKETS**

EXPECTED RESULTS

During 2005/2006, the government is expected to borrow approximately $2.5 billion. This borrowing program is expected to require 25 - 30 issues of securities in both domestic and international markets. The branch will continually monitor these markets to ensure not only that the most efficient market is used but that the timing of each issue is proper.

The branch will continue to maintain the records with respect to investments in or advances to over 30 programs, Crown corporations and government agencies. The annual investment program is expected to approximate $285 million in 2005/2006. The aggregate amount of investments outstanding at March 31, 2006 will approximate $9.0 billion.

During 2005/2006, the Money Management program will involve managing the cash flow for over $15 billion of transactions processed through the accounts of the government.

Monitoring and management of the government's cash flow during 2005/2006 will result in the branch arranging 1,000 short term investment transactions aggregating over $35 billion of investment purchases and $12.0 billion of investment sales. The branch will also arrange for the issue of approximately $375.0 million of promissory notes to finance temporary shortfalls resulting from differences in the timing of government payments and receipts. Interest earned on short-term investments is expected to amount to $33.0 million while interest paid on the promissory notes issued will be approximately $2.5 million.

Over 140 departments, agencies and Crown corporations are required to deposit surplus funds with the Minister of Finance in interest-bearing trust deposits. These trust funds are expected to average $1.1 billion in 2005/2006. In excess of 3,500 trust deposit receipts will be issued and 4,000 payments will be processed by the branch in respect to these deposits. Interest paid on these trust accounts is expected to amount to $30.0 million.

**TREASURY**

**SUB-APPROPRIATION 07 2b**
**CAPITAL MARKETS**

| | **Estimates of Expenditure 2005/2006** | | Estimates of Expenditure 2004/2005 | |
|---|---|---|---|---|
| | **FTEs** | **$(000s)** | FTEs | $(000s) |
| **SALARIES AND EMPLOYEE BENEFITS** | | | | |
| Managerial | **1.00** | **100.0** | 1.00 | 98.1 |
| Professional/Technical | **7.00** | **408.7** | 7.00 | 360.5 |
| Administrative Support | **1.00** | **36.4** | 1.00 | 34.7 |
| Employee Benefits | | **59.1** | | 49.4 |
| | **9.00** | **604.2** | 9.00 | 542.7 |
| Less: Allowance for Staff Turnover | | **0.0** | | (6.1) |
| Total Salaries and Employee Benefits | **9.00** | **604.2** | 9.00 | 536.6 |
| **OTHER EXPENDITURES** | | | | |
| Transportation | | **4.6** | | 4.6 |
| Communications | | **18.5** | | 18.5 |
| Supplies and Services | | **26.6** | | 26.6 |
| - Office Space Rental | **22.1** | | 22.1 | |
| - Other | **4.5** | | 4.5 | |
| Other Operating | | **15.7** | | 15.7 |
| Total Other Expenditures | | **65.4** | | 65.4 |
| **TOTAL SUB-APPROPRIATION** | | **669.6** | | 602.0 |

## SUB-APPROPRIATION 07-2c

## TREASURY AND BANKING OPERATIONS

### OBJECTIVES

To service and administer the public debt of the province.

To service and safekeep the investments of the province and certain Crown corporations and government agencies.

To provide administrative support to the Treasury Division including the coordination of the division's information technology functions.

To coordinate the preparation of Treasury Division and Public Debt estimates and analyses.

To provide a controllership function to the Treasury Division.

To ensure effective risk management practices, processes and compliance with approved policies and procedures.

To establish and manage banking arrangements appropriate to the government's needs.

### ACTIVITY IDENTIFICATION

Services the debt of the province by acting as registrar and paying agent on some issues of securities, monitoring the performance of corporate registrars and paying agents with respect to other issues of securities, and by issuing instructions and transferring funds to the province's fiscal agents and swap counterparties on other debenture, treasury bill and promissory note debt.

Services the sinking fund investments of the Province of Manitoba, Manitoba Hydro and The University of Manitoba by providing safekeeping operations, processing purchases for these funds and collecting and recording receipts on interest, sales and maturing principal.

Safekeeps and services the long-term investments of major accounts such as Manitoba Public Insurance.

Safekeeps and services the short term investments of the province by issuing instructions to custodial agents, processing purchases and collecting and recording receipts on interest, sales and maturing principal.

Processes payments of interest and principal on trust money deposited with the Minister of Finance, and payments and receipts relating to debt and investment servicing.

The branch monitors the credit status of over 40 approved investments and maintains appropriate exposure limits for each.

Prepares Treasury Division and Public Debt estimates and analyses.

Advises on and establishes procedures regarding the use of banking services and depositing for other departments and some agencies, and evaluates requests for new bank accounts and changes to existing accounts.

**TREASURY AND BANKING OPERATIONS**

ACTIVITY IDENTIFICATION cont'd...

Maintains a central index of approximately 650 accounts representing all Province of Manitoba deposit accounts in all financial institutions in the province. These accounts include the Manitoba Public Insurance agents' accounts.

Negotiates contracts for banking and related services for the province.

Monitors the division's risk management practices and financial exposures such as Mark to Market and credit monitoring.

EXPECTED RESULTS

In 2005/2006, the direct debt serviced by the branch is expected to approximate $20.0 billion. This debt will be represented by debentures, builder bonds, treasury bills, promissory notes and Canada Pension Plan debentures all payable in Canadian dollars. As well as 14 debenture issues payable in U.S. dollars, 1 debenture issue payable in Swiss Francs, 7 debenture issues payable in Japanese Yen. In servicing these foreign issues, the branch expects to administer over 293 swap agreements whereby, among other things, all the Swiss Franc and Japanese Yen debt have been swapped into fixed or floating rate Canadian or U.S. dollar liabilities.

Servicing the long term investments of the province and its agencies is expected to require processing investment purchases of $5.1 billion, sales and maturities of $4.9 billion, and earnings of $370.0 million and will require administering 166 swap contracts by which investments denominated in foreign currencies have been swapped into Canadian dollars.

Servicing the short-term investments of the province will require processing 2,000 safekeeping transactions respecting purchases, sales and maturities with a total value of approximately $70.0 billion.

The branch's treasury payment system is expected to process cheques valuing approximately $70.0 million and electronic transfers with a value of approximately $12.0 billion.

The branch will maintain loss-free safekeeping, payment and receipt operations.

Measure, monitor and report on the financial risks generated through the division's management of $6.0 billion in investments and $20.0 billion in debt.

The branch will continue to partner with specific project areas of government as they become involved in electronic commerce to enable individuals and companies to interact and conduct business with various government departments using new technology. As the finance industry continues to be challenged by service providers exiting business sectors, the branch must be ready to proactively address these problems and offer solutions. Initiatives such as these will contribute to government efficiency and permit better access and service to the general public. We will continue to respond to other requests for change in an efficient and timely manner.

TREASURY

**SUB-APPROPRIATION 07 2c**
**TREASURY AND BANKING OPERATIONS**

| | Estimates of Expenditure 2005/2006 | | Estimates of Expenditure 2004/2005 | |
|---|---|---|---|---|
| | FTEs | $(000s) | FTEs | $(000s) |
| **SALARIES AND EMPLOYEE BENEFITS** | | | | |
| Managerial | 1.00 | 89.9 | 1.00 | 88.2 |
| Professional/Technical | 10.00 | 516.3 | 10.00 | 484.1 |
| Administrative Support | 3.00 | 141.8 | 3.00 | 139.2 |
| Employee Benefits | | 83.5 | | 72.7 |
| | 14.00 | 831.5 | 14.00 | 784.2 |
| Less: Allowance for Staff Turnover | | 0.0 | | (9.3) |
| Total Salaries and Employee Benefits | 14.00 | 831.5 | 14.00 | 774.9 |
| **OTHER EXPENDITURES** | | | | |
| Transportation | | 3.4 | | 3.4 |
| Communications | | 7.7 | | 7.7 |
| Supplies and Services | | 63.1 | | 63.1 |
| - Office Space Rental | 59.9 | | 59.9 | |
| - Other | 3.2 | | 3.2 | |
| Other Operating | | 17.0 | | 17.0 |
| Total Other Expenditures | | 91.2 | | 91.2 |
| **TOTAL SUB-APPROPRIATION** | | 922.7 | | 866.1 |

| Resolution No. | Approp No. | Finance (7) Details of Appropriation | **Estimates of Expenditure 2005/2006 $(000s)** | Estimates of Expenditure 2004/2005 $(000s) |
|---|---|---|---|---|
| 7.3 | 3. | COMPTROLLER ..... | **6,849.4** | 6,420.3 |

- Provides central accounting, payroll and financial reporting services for the province, and central control of cost-shared agreements.
- Maintains and provides business analysis and support for the government's enterprise resource planning system (SAP).
- Provides advice to Treasury Board and government departments concerning accounting policies and practices as well as financial and management systems.
- Provides comprehensive internal audit and value for money review services to management throughout government.
- Provides technical support for computer-based systems within the department.

| | | | |
|---|---|---|---|
| (a) | Comptroller's Office | **430.5** | 419.9 |
| (b) | Information Technology Services | **645.8** | 576.1 |
| (c) | Disbursements and Accounting | **2,807.4** | 2,569.0 |
| (d) | Financial Systems Support | **933.4** | 914.1 |
| (e) | Internal Audit and Consulting Services | **2,032.3** | 1,941.2 |
| | | **6,849.4** | 6,420.3 |

## COMPTROLLER

### SUB-APPROPRIATION 07-3a

### COMPTROLLER'S OFFICE

OBJECTIVES

To establish and foster a corporate Comptrollership function for the Manitoba government that includes value-added advice and guidance in support of legislative and governmental decision-making, service delivery effectiveness and accountability requirements, set in a framework of corporate values and ethics and based on sound risk management practices.

ACTIVITY IDENTIFICATION

Plans, organizes and controls divisional activities in accordance with the department's and government's priorities and policies.

EXPECTED RESULTS

Key results, as they relate to aspects of the Comptrollership function, will be identified under the other four branches, which make up the Comptroller's Division.

COMPTROLLER

**SUB-APPROPRIATION 07 3a**
**COMPTROLLER'S OFFICE**

| | Estimates of Expenditure 2005/2006 | | Estimates of Expenditure 2004/2005 | |
|---|---|---|---|---|
| | FTEs | $(000s) | FTEs | $(000s) |
| **SALARIES AND EMPLOYEE BENEFITS** | | | | |
| Managerial | 1.00 | 107.4 | 1.00 | 105.5 |
| Professional/Technical | 3.00 | 209.6 | 3.00 | 203.2 |
| Administrative Support | 1.00 | 37.1 | 1.00 | 36.4 |
| Employee Benefits | | 37.0 | | 35.4 |
| Total Salaries and Employee Benefits | 5.00 | 391.1 | 5.00 | 380.5 |
| **OTHER EXPENDITURES** | | | | |
| Transportation | | 0.6 | | 0.6 |
| Communications | | 2.3 | | 2.3 |
| Supplies and Services | | 11.6 | | 10.5 |
| - Office Space Rental | 11.1 | | 10.0 | |
| - Other | 0.5 | | 0.5 | |
| Other Operating | | 24.9 | | 26.0 |
| - Desktop and other Computer Services | 11.7 | | 12.8 | |
| - Other | 13.2 | | 13.2 | |
| Total Other Expenditures | | 39.4 | | 39.4 |
| **TOTAL SUB-APPROPRIATION** | | 430.5 | | 419.9 |

## COMPTROLLER

### SUB-APPROPRIATION 7-3b

### INFORMATION TECHNOLOGY SERVICES

OBJECTIVES

To ensure that the Department of Finance has efficient, effective and technologically sound information systems that support the department's objectives.

ACTIVITY IDENTIFICATION

Leadership and coordination in the development of strategic and annual information technology plans.

Provision of information technology expertise and consulting services.

Development, implementation and maintenance of computer applications.

Development, implementation and testing of backup/disaster recovery plans.

Participation in government-wide information technology initiatives and involvement on committees and special work groups/teams to support and implement selective information technology projects.

Liaison with non-government sources for program delivery.

EXPECTED RESULTS

The provision of support to ensure that automated information systems are maintained in a continuous state of full operational serviceability. In 2005/2006, Information Technology Services will support:

- Several Taxation applications on mainframe, midrange and microcomputer platforms utilizing a variety of databases and programming languages.
- The implementation of new technology and applications that are efficient, effective and meet the needs of the clients in the department. In 2005/2006, some of the planned initiatives include:
  - Maintenance and enhancement of existing departmental application systems.
  - Rewriting, reengineering or creating PC applications based on current business needs and priorities.
- Increased standardization, compatibility and integration of data systems, hardware and software to reduce the support burden and improve the ability to share data and technology.

COMPTROLLER

**SUB-APPROPRIATION 07 3b**
**INFORMATION TECHNOLOGY SERVICES**

| | **Estimates of Expenditure 2005/2006** | | Estimates of Expenditure 2004/2005 | |
|---|---|---|---|---|
| | **FTEs** | **$(000s)** | FTEs | $(000s) |
| **SALARIES AND EMPLOYEE BENEFITS** | | | | |
| Managerial | **1.00** | **67.9** | 1.00 | 70.5 |
| Professional/Technical | **5.85** | **424.4** | 5.85 | 376.9 |
| Employee Benefits | | **52.2** | | 48.3 |
| | **6.85** | **544.5** | 6.85 | 495.7 |
| Other Costs and Benefits | | **8.3** | | 8.0 |
| Total Salaries and Employee Benefits | **6.85** | **552.8** | 6.85 | 503.7 |
| **OTHER EXPENDITURES** | | | | |
| Communications | | **3.4** | | 3.4 |
| Supplies and Services | | **43.3** | | 43.0 |
| - Office Space Rental | **42.6** | | 42.3 | |
| - Other | **0.7** | | 0.7 | |
| Minor Capital | | **6.0** | | 0.0 |
| Other Operating | | **40.3** | | 26.0 |
| - Desktop and other Computer Services | **23.8** | | 23.5 | |
| - Other | **16.5** | | 2.5 | |
| Total Other Expenditures | | **93.0** | | 72.4 |
| **TOTAL SUB-APPROPRIATION** | | **645.8** | | 576.1 |

## COMPTROLLER

### SUB-APPROPRIATION 07-3c

### DISBURSEMENTS AND ACCOUNTING

OBJECTIVES

To maintain central financial systems for all receipts to, and disbursements from, the Consolidated Fund of the Province of Manitoba, in accordance with governing legislation and established accounting policies and procedures. To maintain the accounting records of the government and to prepare financial statements and reports for presentation to the Legislature and the public, as well as for central and departmental use. To develop and communicate government-wide financial management policies and procedures.

ACTIVITY IDENTIFICATION

Operates and maintains the central financial system, including the related procedures and controls, for all receipts and payment requests.

Operates and maintains the central payroll system, including the related procedures and controls for payment of salaries and wages to Provincial employees.

Prepares statements and reports on the financial results of the government's operations for distribution to the Legislature and the public.

Maintains a central record of, and accounting for, Federal-Provincial cost-sharing agreements, and provides advice and recommendations to the drafters of such agreements with respect to financial matters.

Monitors the accountable advance function for government.

Administers the bank reconciliation process for all government cheques.

Administers the garnishment and set-off process on behalf of government.

EXPECTED RESULTS

Issuance of approximately 475,000 supplier payments, via cheque or direct deposit, in accordance with legislation, policy and other governing authority within payment cycles based on established vendor payment terms.

Issuance of approximately 425,000 employee payments, via cheque or direct deposit, in accordance with legislation, policy and other governing authority, ensuring that bi-weekly pay dates are met.

Collection, on a timely basis, of amounts owing on shared-cost agreements.

Maintenance of accurate and complete accounting records within the central financial system for government.

**SUB-APPROPRIATION 07-3c**
Page 2 ...

**DISBURSEMENTS AND ACCOUNTING**

EXPECTED RESULTS cont'd...

Preparation of financial statements and reports on a timely basis and in accordance with established accounting policies.

Provision of functional direction and guidance for the receipt and disbursement of public funds resulting in appropriate financial processes within the government of the Province of Manitoba.

Reconciliation of all government bank accounts and transactions within one month of month-end.

Deduction and remittance of garnishments, demands and set-offs from employee and supplier payments on a timely basis.

COMPTROLLER

**SUB-APPROPRIATION 07 3c**
**DISBURSEMENTS AND ACCOUNTING**

| | Estimates of Expenditure 2005/2006 | | Estimates of Expenditure 2004/2005 | |
|---|---|---|---|---|
| | FTEs | $(000s) | FTEs | $(000s) |
| **SALARIES AND EMPLOYEE BENEFITS** | | | | |
| Managerial | 3.00 | 251.1 | 3.00 | 246.4 |
| Professional/Technical | 25.00 | 1,437.9 | 22.00 | 1,239.7 |
| Administrative Support | 14.00 | 508.3 | 14.00 | 498.7 |
| Employee Benefits | | 268.9 | | 217.9 |
| | 42.00 | 2,466.2 | 39.00 | 2,202.7 |
| Other Costs and Benefits | | 20.0 | | 20.0 |
| Less: Allowance for Staff Turnover | | (54.0) | | (40.6) |
| Total Salaries and Employee Benefits | 42.00 | 2,432.2 [1] | 39.00 | 2,182.1 |
| **OTHER EXPENDITURES** | | | | |
| Transportation | | 5.0 | | 5.0 |
| Communications | | 342.4 | | 341.2 |
| - Postage | 315.5 | | 315.5 | |
| - Other | 26.9 | | 25.7 | |
| Supplies and Services | | 326.2 | | 323.5 |
| - Office Space Rental | 203.4 | | 200.7 | |
| - Other | 122.8 | | 122.8 | |
| Minor Capital | | 13.5 | | 0.0 |
| Other Operating | | 198.1 | | 220.8 |
| - Desktop and other Computer Services | 116.1 | | 125.3 | |
| - ISM Mainframe Computer Use | 47.7 | | 47.7 | |
| - Other | 34.3 | | 47.8 | |
| Total Other Expenditures | | 885.2 | | 890.5 |
| TOTAL EXPENDITURES | | 3,317.4 | | 3,072.6 |
| Less: Recoverable from Other Appropriations | | (510.0) | | (503.6) |
| **TOTAL SUB-APPROPRIATION** | | 2,807.4 | | 2,569.0 |

1. Increase of three FTE's to undertake financial reviews and provide increased financial support.

## COMPTROLLER

### SUB-APPROPRIATION 07-3d

### FINANCIAL SYSTEMS SUPPORT

OBJECTIVES

To provide direct support to the Comptroller's Office in achieving its mandate to evaluate accounting and financial systems throughout the government.

To provide support and leadership to departments and central agencies in the implementation of redesigned business processes in the areas of financial, cost and budget management, payroll and benefits, organizational restructuring, policy and legislated changes.

ACTIVITY IDENTIFICATION

Manage, configure and test systems improvements and enhancements specific to or affecting the government-wide integrated Finance/Procurement and Human Resource/Payroll management system (SAP).

Provide analysis and advice to departments on the design of program specific financial and management systems, specifically as it impacts government-wide results.

Participation in government-wide initiatives in support of the Comptroller's legislative mandate of evaluating accounting and financial management systems throughout government.

EXPECTED RESULTS

Support and enhancement of the existing SAP business processes.

Enhanced accounting and financial management systems throughout government.

**COMPTROLLER**

**SUB-APPROPRIATION 07 3d**
**FINANCIAL SYSTEMS SUPPORT**

| | **Estimates of Expenditure 2005/2006** | | Estimates of Expenditure 2004/2005 | |
|---|---|---|---|---|
| | **FTEs** | **$(000s)** | FTEs | $(000s) |
| **SALARIES AND EMPLOYEE BENEFITS** | | | | |
| Managerial | **1.00** | **88.6** | 1.00 | 86.9 |
| Professional/Technical | **9.00** | **659.7** | 9.00 | 637.8 |
| Employee Benefits | | **77.2** | | 76.1 |
| Total Salaries and Employee Benefits | **10.00** | **825.5** | 10.00 | 800.8 |
| **OTHER EXPENDITURES** | | | | |
| Transportation | | **7.2** | | 7.2 |
| Communications | | **8.6** | | 8.6 |
| Supplies and Services | | **17.2** | | 17.2 |
| Other Operating | | **74.9** | | 80.3 |
| - Desktop and other Computer Services | **23.9** | | 29.3 | |
| - IT Software Maintenance | **22.4** | | 22.4 | |
| - Other | **28.6** | | 28.6 | |
| Total Other Expenditures | | **107.9** | | 113.3 |
| **TOTAL SUB-APPROPRIATION** | | **933.4** | | 914.1 |

## COMPTROLLER

### SUB-APPROPRIATION 07-3e

### INTERNAL AUDIT AND CONSULTING SERVICES

OBJECTIVES

To serve management throughout government by providing value for money reviews and other internal audit services. To encourage the continual improvement of management practices and accountability.

ACTIVITY IDENTIFICATION

The provision of internal audit services to all departments. Through consultation with senior management, ensure that internal audit resources are allocated to the highest priority projects.

Provide consulting and advisory services to departments in the areas of management and financial systems.

Assist in the implementation of government-wide financial systems.

EXPECTED RESULTS

Audit services, including value for money reviews, will be provided responsive to departmental audit plans. Audit results will be forwarded to clients in a timely manner, including any recommendations for improvements.

Ongoing assessment of technical expertise and related training requirements to ensure consistently high quality audit services are provided, through a comprehensive and common audit methodology.

The support of management in the areas of management and financial systems.

Participation in government-wide initiatives in support of improved management accountability.

COMPTROLLER

**SUB-APPROPRIATION 07 3e**
**INTERNAL AUDIT AND CONSULTING SERVICES**

| | Estimates of Expenditure 2005/2006 | | Estimates of Expenditure 2004/2005 | |
|---|---|---|---|---|
| | FTEs | $(000s) | FTEs | $(000s) |
| **SALARIES AND EMPLOYEE BENEFITS** | | | | |
| Managerial | 1.00 | 89.9 | 1.00 | 88.2 |
| Professional/Technical | 22.00 | 1,508.8 | 22.00 | 1,469.1 |
| Administrative Support | 1.50 | 62.0 | 1.50 | 60.9 |
| Employee Benefits | | 176.2 | | 156.8 |
| | 24.50 | 1,836.9 | 24.50 | 1,775.0 |
| Less: Allowance for Staff Turnover | | 0.0 | | (43.4) |
| Total Salaries and Employee Benefits | 24.50 | 1,836.9 | 24.50 | 1,731.6 |
| **OTHER EXPENDITURES** | | | | |
| Transportation | | 3.5 | | 3.5 |
| Communications | | 12.8 | | 12.8 |
| Supplies and Services | | 96.8 | | 97.8 |
| - Office Space Rental | 83.6 | | 84.6 | |
| - Other | 13.2 | | 13.2 | |
| Minor Capital | | 0.5 | | 0.5 |
| Other Operating | | 81.8 | | 95.0 |
| - Desktop and other Computer Services | 68.7 | | 81.9 | |
| - Other | 13.1 | | 13.1 | |
| Total Other Expenditures | | 195.4 | | 209.6 |
| **TOTAL SUB-APPROPRIATION** | | 2,032.3 | | 1,941.2 |

| Resolution No. | Approp. No. | Finance (7) Details of Appropriation | **Estimates of Expenditure 2005/2006 $(000s)** | Estimates of Expenditure 2004/2005 $(000s) |
|---|---|---|---|---|
| 7.4 | 4. | TAXATION..... | **15,886.5** | 15,329.4 |

- Ensures the effective management and collection of tax revenues in accordance with the various Acts through the provision of tax expertise to businesses collecting taxes, taxpayers and government. Administers the processing and reporting of taxation revenues. Informs, investigates and audits taxpayers to ensure compliance with the various taxation statutes.

- Advises on taxation policy matters and administers the following Acts:

  - The Corporation Capital Tax Act
  - The Gasoline Tax Act
  - The Health & Post Secondary Education Tax Levy Act
  - The Mining Tax Act
  - The Motive Fuel Tax Act
  - The Retail Sales Tax Act
  - The Revenue Act, Part 1
  - The Tobacco Tax Act
  - The continuing phase out of the Manitoba Succession Duty Act

| | | | |
|---|---|---|---|
| (a) | Management and Research | **1,494.6** | 1,429.9 |
| (b) | Taxation Administration | **6,676.9** | 6,466.8 |
| (c) | Audit | **6,828.1** | 6,530.8 |
| (d) | Tobacco Interdiction | **886.9** | 901.9 |
| | | **15,886.5** | 15,329.4 |

## SUB-APPROPRIATION 07-4a

## MANAGEMENT AND RESEARCH

### OBJECTIVES

To maximize revenues properly due to the government under The Corporation Capital Tax Act, The Gasoline Tax Act, The Health and Post Secondary Education Tax Levy Act, The Mining Tax Act, The Motive Fuel Tax Act, The Retail Sales Tax Act, The Tobacco Tax Act, and Part 1 of The Revenue Act and to implement the policies of the government in an efficient and effective manner while maintaining taxpayers' confidence in the integrity of the tax system as a result of applying the rules under the Acts uniformly and consistently.

### ACTIVITY IDENTIFICATION

Provides the Taxation Division's overall policy and strategic direction, maintenance of high technical standards, quality of results, budgetary reporting and internal control.

Provides the Minister of Finance and the Deputy Minister with recommendations for changes in legislation or policy, evaluates the administrative and revenue implications being considered by the government, assists Legislative Counsel with the preparation of legislation amendments and implements the changes as directed.

Prepares official communications, including ministerial responses regarding taxation matters.

Liaises with other departments, taxpayers, businesses, associations and tax professionals on taxation matters.

Prepares financial forecasts and analyses to assist in strategic taxation planning.

Reviews the effectiveness and efficiency of tax administration and audit processes.

Trains and develops staff.

Maintains and monitors Management Performance Action Plans.

Develops and implements new taxation policy and administration procedures and informs division staff and the taxpayer community.

Participates in review, development and implementation of new technology in the division.

Liaises with the Canada Revenue Agency (CRA) and other jurisdictions on cooperative information exchanges, and other taxation administration, management and enforcement issues.

Develops and distributes public tax information through the internet, tax information bulletins, public workshops, business symposiums and special projects.

**MANAGEMENT AND RESEARCH**

EXPECTED RESULTS

Collection of tax revenues imposed by the Acts.

Maintenance of a fair, effective and efficient tax system with a sufficient deterrent to tax avoidance or evasion.

Timely and thorough evaluation of the implications of administrative, revenue and policy options being considered by the government.

Timely implementation of new taxation legislation in an efficient and effective manner.

Timely preparation of official communications, including development and updating of tax information bulletins provided to businesses.

Timely and accurate preparation of financial forecasts.

Effective control and use of Taxation Division's resources.

Effective contribution to the review, development and implementation of technology.

**TAXATION**

**SUB-APPROPRIATION 07 4a**
**MANAGEMENT AND RESEARCH**

| | Estimates of Expenditure 2005/2006 | | Estimates of Expenditure 2004/2005 | |
|---|---|---|---|---|
| | FTEs | $(000s) | FTEs | $(000s) |
| **SALARIES AND EMPLOYEE BENEFITS** | | | | |
| Managerial | 3.00 | 286.3 | 3.00 | 281.0 |
| Professional/Technical | 12.50 | 738.8 | 12.50 | 708.3 |
| Administrative Support | 4.00 | 172.5 | 4.00 | 166.1 |
| Employee Benefits | | 132.1 | | 117.5 |
| | 19.50 | 1,329.7 | 19.50 | 1,272.9 |
| Less: Allowance for Staff Turnover | | 0.0 | | (18.9) |
| Total Salaries and Employee Benefits | 19.50 | 1,329.7 | 19.50 | 1,254.0 |
| **OTHER EXPENDITURES** | | | | |
| Transportation | | 8.0 | | 8.0 |
| Communications | | 16.5 | | 16.5 |
| Supplies and Services | | 67.4 | | 67.0 |
| - Office Space Rental | 55.9 | | 55.5 | |
| - Other | 11.5 | | 11.5 | |
| Other Operating | | 73.0 | | 84.4 |
| - Desktop and other Computer Services | 52.5 | | 63.9 | |
| - Other | 20.5 | | 20.5 | |
| Total Other Expenditures | | 164.9 | | 175.9 |
| **TOTAL SUB-APPROPRIATION** | | 1,494.6 | | 1,429.9 |

## TAXATION

### SUB-APPROPRIATION 07-4b

### TAXATION ADMINISTRATION

OBJECTIVES

To efficiently and effectively administer and collect taxes due to the government under The Corporation Capital Tax Act, The Gasoline Tax Act, The Health and Post-Secondary Education Tax Levy Act, The Mining Tax Act, The Motive Fuel Tax Act, The Retail Sales Tax Act, Part 1 of The Revenue Act and The Tobacco Tax Act.

ACTIVITY IDENTIFICATION

Maintains an updated tax roll for all statutes administered by the Taxation Division.

Operates an integrated tax system to process, record and control tax remittances.

Processes tax refunds on a timely basis for tax overpayments and the vehicle buy/sell program.

Processes tax refunds on a timely basis for Native Fuel and Tobacco Tax Rebate Programs.

Reviews the Sales Tax Vehicle Refund Program administered by Manitoba Public Insurance.

Provides on location services to taxpayers on tax interpretations, remittance procedures, licensing and other requirements of the Acts and Regulations.

Participates in fuel sampling programs for dyed tax exempt fuels.

Administers the International Fuel Tax Agreement for the Manitoba trucking industry.

Collects and follows up outstanding tax arrears and delinquent tax returns.

Maintains filing systems to provide the necessary historical data on each taxpayer as required by all areas within the Taxation Division.

Recommends related policy change options and possible amendments to the Acts.

Trains and develops administration staff.

Maintains the branch's Management Performance Action Plan.

Collection of Tire Levy on behalf of the Tire Stewardship Board.

**SUB-APPROPRIATION 07-4b**
Page 2...

**TAXATION ADMINISTRATION**

EXPECTED RESULTS

Collection of tax imposed by the Acts.

Maintenance of an effective and efficient tax-gathering system.

Up to date roll of tax collectors.

Timely processing of refund claims from taxpayers.

Taxpayers and the general public provided with information necessary to comply with the statutes.

Maintain the performance standards required under the International Fuel Tax Agreement.

**SUB-APPROPRIATION 07 4b**
**TAXATION ADMINISTRATION**

| | Estimates of Expenditure 2005/2006 | | | Estimates of Expenditure 2004/2005 | |
|---|---|---|---|---|---|
| | FTEs | $(000s) | | FTEs | $(000s) |
| **SALARIES AND EMPLOYEE BENEFITS** | | | | | |
| Managerial | **1.00** | **85.7** | | 1.00 | 84.1 |
| Professional/Technical | **19.00** | **904.1** | | 19.00 | 877.7 |
| Administrative Support | **54.00** | **2,159.0** | (1) | 55.00 | 2,074.7 |
| Employee Benefits | | **400.2** | | | 342.0 |
| | **74.00** | **3,549.0** | | 75.00 | 3,378.5 |
| Other Costs and Benefits | | **31.0** | | | 14.4 |
| Less: Allowance for Staff Turnover | | **0.0** | | | (75.1) |
| Total Salaries and Employee Benefits | **74.00** | **3,580.0** | | 75.00 | 3,317.8 |
| **OTHER EXPENDITURES** | | | | | |
| Transportation | | **91.4** | | | 91.4 |
| Communications | | **343.8** | | | 344.2 |
| - Postage | **262.4** | | | 262.4 | |
| - Other | **81.4** | | | 81.8 | |
| Supplies and Services | | **590.3** | | | 589.1 |
| - Office Space Rental | **246.2** | | | 245.0 | |
| - Professional Fees | **51.0** | | | 51.0 | |
| - Other | **293.1** | | | 293.1 | |
| Bank and Finance Charges | | **129.0** | | | 129.0 |
| Other Operating | | **1,942.4** | | | 1,995.3 |
| - Desktop and other Computer Services | **178.0** | | | 230.9 | |
| - ISM Mainframe Computer Use | **114.0** | | | 114.0 | |
| - Allowance for Doubtful Accounts | **1,500.0** | | | 1,500.0 | |
| - Other | **150.4** | | | 150.4 | |
| Total Other Expenditures | | **3,096.9** | | | 3,149.0 |
| **TOTAL SUB-APPROPRIATION** | | **6,676.9** | | | 6,466.8 |

1. Decrease is due to the elimination of one vacant position.

## TAXATION

### SUB-APPROPRIATION 07-4c

### AUDIT

OBJECTIVES

To protect the revenues of the government under The Corporation Capital Tax Act, The Gasoline Tax Act, The Mining Tax Act, The Motive Fuel Tax Act, The Health and Post Secondary Education Tax Levy Act, The Retail Sales Tax Act, Part 1 of The Revenue Act and The Tobacco Tax Act through the promotion of voluntary compliance by taxpayers and tax collectors, utilizing effective and efficient audit and investigation programs and procedures; to inform taxpayers of the requirements of the various Statutes; and to administer the continuing phase out of the Manitoba Succession Duty Act.

ACTIVITY IDENTIFICATION

Develops policies, programs and procedures which result in the most efficient and effective utilization of resources to achieve compliance.

Audits the records of tax collectors and taxpayers, conducts investigations into the smuggling of tobacco and fuel, tax evasion and other violations of the Acts, conducts fuel sampling to detect the improper use of tax exempt fuel and prosecutes for offences under the Acts.

Conducts audits of a stipulated portion of Manitoba-based truckers and conducts roadside inspections under the International Fuel Tax Agreement (IFTA) and for prorated sales tax and registration fees under the International Registration Program (IRP).

Performs audits of a stipulated number of tire vendors on behalf of the Tire Stewardship Board.

Continually reviews the procedures and processes of the Audit branch with the goal of determining more efficient and effective use of resources and information technology to increase productivity and audit recoveries.

Recommends related policy change options and possible amendments to the Acts, evaluates the implication of changes being considered by the government and implements the changes as directed.

Liaises with the Canada Revenue Agency, the Canada Border Services Agency and other provinces to develop cooperation and exchange of information on audits and investigations.

Provides an information service to taxpayers and the general public on tax interpretations.

Trains and develops audit and investigation staff.

Maintains the branch's Management Performance Action Plan.

**SUB-APPROPRIATION 07-4c**
Page 2...

**AUDIT**

EXPECTED RESULTS

Recovery of unpaid tax revenues and increased compliance with a sufficient deterrent to tax avoidance/evasion for all Acts.

Completion of a targeted number of audits of the records of taxpayers and tax collectors.

Detection of smuggling and other offences evidenced by successful court prosecutions.

Completion of a stipulated number of International Fuel Tax Agreement/International Registration Program audits of Manitoba based truckers and a stipulated number of tire vendors.

Timely submission of related policy change options, possible amendments to the Acts and evaluation of the implications of such changes.

Taxpayers and the general public are provided with information necessary to comply with the Statutes.

TAXATION

**SUB-APPROPRIATION 07 4c**
**AUDIT**

| | Estimates of Expenditure 2005/2006 | | Estimates of Expenditure 2004/2005 | |
|---|---|---|---|---|
| | FTEs | $(000s) | FTEs | $(000s) |
| **SALARIES AND EMPLOYEE BENEFITS** | | | | |
| Managerial | **2.00** | **178.8** | 2.00 | 175.5 |
| Professional/Technical | **73.00** | **4,531.0** [1] | 74.00 | 4,171.4 |
| Administrative Support | **14.00** | **719.2** | 14.00 | 648.8 |
| Employee Benefits | | **613.4** | | 525.7 |
| | **89.00** | **6,042.4** | 90.00 | 5,521.4 |
| Less: Allowance for Staff Turnover | | **(252.1)** | | (58.4) |
| Total Salaries and Employee Benefits | **89.00** | **5,790.3** | 90.00 | 5,463.0 |
| **OTHER EXPENDITURES** | | | | |
| Transportation | | **149.7** | | 149.7 |
| Communications | | **62.6** | | 62.6 |
| Supplies and Services | | **442.8** | | 423.6 |
| - Office Space Rental | **340.6** | | 321.4 | |
| - Other | **102.2** | | 102.2 | |
| Bank and Finance Charges | | **0.1** | | 0.1 |
| Minor Capital | | **12.0** | | 12.0 |
| Other Operating | | **370.6** | | 419.8 |
| - Desktop and other Computer Services | **221.0** | | 270.2 | |
| - Other | **149.6** | | 149.6 | |
| Total Other Expenditures | | **1,037.8** | | 1,067.8 |
| **TOTAL SUB-APPROPRIATION** | | **6,828.1** | | 6,530.8 |

1. Decrease is due to the elimination of one vacant tax auditor position.

## TAXATION

### SUB-APPROPRIATION 07-4d

### TOBACCO INTERDICTION

OBJECTIVES

To protect the revenues of the government under The Tobacco Tax Act through the presentation of an enforcement profile that will promote voluntary compliance by taxpayers and tax collectors as well as detect and prosecute tax evaders. The program will provide information to taxpayers as well as utilize audit and investigative measures and procedures.

ACTIVITY IDENTIFICATION

Develops policies, programs and procedures and information for taxpayers which result in the most efficient and effective utilization of resources to achieve compliance.

Recommends related policy change options and possible amendments to the Acts, evaluates the implication of changes being considered by the government and implements the changes as directed.

Audits the records of tax collectors and taxpayers, conducts investigations into the smuggling of tobacco products and other violations of the Act and prosecute for offences under the Act.

Continues to liaise with law enforcement agencies, including the Winnipeg Police Service, Canada Revenue Agency, Canada Border Services Agency, R.C.M.P., Ontario Provincial Police, and other Provincial investigation agencies.

Operates a program to check commercial motor vehicles for the presence of contraband tobacco.

Maintains a program of interaction with the transportation industry.

Continues to cooperate with other provincial agencies and Crown corporations in assisting investigations into tobacco smuggling.

Utilizes Canadian Police Information Center (CPIC) to enhance investigations and improve communications with law enforcement agencies.

Trains and develops investigation staff.

Maintains the branch's Management Performance Action Plan.

Responds to media requests for information on the interdiction program.

EXPECTED RESULTS

Detection of smuggling and other offences evidenced by successful court prosecutions and tax recoveries.

Completion of targeted audits and reviews of the records of tax collectors and taxpayers.

Timely submission of related policy change options, possible amendments to the Act and evaluation of the implications to such changes.

Maintain expected level of revenue derived from The Tobacco Tax Act.

TAXATION

**SUB-APPROPRIATION 07 4d**
**TOBACCO INTERDICTION**

| | Estimates of Expenditure 2005/2006 | | Estimates of Expenditure 2004/2005 | |
|---|---|---|---|---|
| | FTEs | $(000s) | FTEs | $(000s) |
| **SALARIES AND EMPLOYEE BENEFITS** | | | | |
| Professional/Technical | 10.00 | 476.7 | 10.00 | 463.7 |
| Employee Benefits | | 79.7 | | 59.9 |
| | 10.00 | 556.4 | 10.00 | 523.6 |
| Other Costs and Benefits | | 129.0 | | 126.8 |
| Less: Allowance for Staff Turnover | | (50.0) | | 0.0 |
| Total Salaries and Employee Benefits | 10.00 | 635.4 | 10.00 | 650.4 |
| **OTHER EXPENDITURES** | | | | |
| Transportation | | 127.5 | | 127.5 |
| Communications | | 18.4 | | 18.4 |
| Supplies and Services | | 14.0 | | 14.0 |
| Minor Capital | | 2.0 | | 2.0 |
| Other Operating | | 89.6 | | 89.6 |
| Total Other Expenditures | | 251.5 | | 251.5 |
| **TOTAL SUB-APPROPRIATION** | | 886.9 | | 901.9 |

| Resolution No. | Approp. No. | Finance (7) Details of Appropriation | **Estimates of Expenditure 2005/2006 $(000s)** | Estimates of Expenditure 2004/2005 $(000s) |
|---|---|---|---|---|
| 7.5 | 5. | FEDERAL-PROVINCIAL RELATIONS AND RESEARCH..... | **3,247.1** | 3,146.7 |
| | | - Provides research support in respect of national and provincial fiscal and economic matters and inter-governmental financial relations, including cost-shared programs. | | |
| | | - Administers fiscal arrangements and tax collection agreements with the federal government. | | |
| | | - Administers tax credit programs with the federal government and municipalities. | | |
| | | (a) Economic and Federal-Provincial Research | **2,780.0** | 2,723.0 |
| | | (b) Manitoba Tax Assistance Office | **467.1** | 423.7 |
| | | | **3,247.1** | 3,146.7 |

## FEDERAL-PROVINCIAL RELATIONS AND RESEARCH

### SUB-APPROPRIATION 07-5a

### ECONOMIC AND FEDERAL-PROVINCIAL RESEARCH

OBJECTIVES

To provide the government with research and technical support with respect to national and provincial fiscal and economic matters and inter-governmental financial relations, and to fulfill the department's specific economic and fiscal information requirements.

To administer Federal-Provincial agreements and provincial tax credit programs.

ACTIVITY IDENTIFICATION

Provides advice and policy analysis with respect to a broad range of economic and fiscal matters including revenue and expenditure policies.

Serves as the principal administrative unit of the province for The Income Tax Act (Manitoba), The Federal-Provincial Fiscal Arrangements Act and Federal Post-Secondary Education and Health Contributions Act and the tax collection agreement with the federal government.

Acts as a central coordination unit for the Provincial Budget.

Advises on policies relating to Federal-Provincial fiscal and economic relations.

Supports provincial policy, and advances provincial fiscal interests while representing the province in various meetings and committees.

Administers tax credit programs with the federal government and municipalities.

EXPECTED RESULTS

The Minister and Cabinet are provided with timely and accurate information in regard to major fiscal, economic and taxation issues including inter-governmental implications.

Preparation and delivery of necessary reports and presentations to facilitate the conduct of the province's fiscal affairs, including support for the borrowing program.

Benefits to Manitoba from inter-governmental fiscal arrangements are maximized.

## FEDERAL-PROVINCIAL RELATIONS AND RESEARCH

**SUB-APPROPRIATION 07 5a**
**ECONOMIC AND FEDERAL-PROVINCIAL RESEARCH**

| | Estimates of Expenditure 2005/2006 | | Estimates of Expenditure 2004/2005 | |
|---|---|---|---|---|
| | FTEs | $(000s) | FTEs | $(000s) |
| **SALARIES AND EMPLOYEE BENEFITS** | | | | |
| Managerial | 4.00 | 383.1 | 4.00 | 376.5 |
| Professional/Technical | 14.25 | 987.3 | 14.25 | 960.7 |
| Administrative Support | 3.00 | 127.4 | 3.00 | 123.5 |
| Employee Benefits | | 159.0 | | 140.9 |
| | 21.25 | 1,656.8 | 21.25 | 1,601.6 |
| Less: Allowance for Staff Turnover | | 0.0 | | (2.4) |
| Total Salaries and Employee Benefits | 21.25 | 1,656.8 | 21.25 | 1,599.2 |
| **OTHER EXPENDITURES** | | | | |
| Transportation | | 45.0 | | 45.0 |
| Communications | | 226.6 | | 226.6 |
| Supplies and Services | | 726.7 | | 714.1 |
| - Office Space Rental | 145.5 | | 132.9 | |
| - Other | 581.2 | | 581.2 | |
| Minor Capital | | 4.0 | | 4.0 |
| Other Operating | | 120.9 | | 134.1 |
| - Desktop and other Computer Services | 56.2 | | 69.4 | |
| - Other | 64.7 | | 64.7 | |
| Total Other Expenditures | | 1,123.2 | | 1,123.8 |
| **TOTAL SUB-APPROPRIATION** | | 2,780.0 | | 2,723.0 |

## FEDERAL-PROVINCIAL RELATIONS AND RESEARCH

### SUB-APPROPRIATION 07-5b

### MANITOBA TAX ASSISTANCE OFFICE

OBJECTIVES

To inform and assist taxpayers on the proper application of Manitoba income tax and tax credit programs for residents of Manitoba.

To administer and enforce elements of the School Tax Assistance, Tax Rebate Discounting, Manitoba Income Tax, Equity Tax Credit, Labour Sponsored Funds Credit, Manitoba Education Property Tax Credit, Personal Tax Credit, Riparian Tax Credit, Political Contributions Tax Credit, Cooperative Education Tax Credit and Farmland School Tax Rebate programs.

To monitor all claims administered and enforced by the branch and recover amounts granted to individuals who are ineligible.

ACTIVITY IDENTIFICATION

Provides information to taxpayers claiming any of the above referenced programs and administers these programs with Canada Revenue Agency.

Responds to enquiries and processes benefit applications.

Collection of ineligible amounts claimed by individuals.

Provides assistance to taxpayers in completing portions of their tax returns.

EXPECTED RESULTS

Residents of Manitoba receive information to accurately report on Manitoba income tax and tax credit programs. Direct benefits paid for some projects.

## FEDERAL-PROVINCIAL RELATIONS AND RESEARCH

**SUB-APPROPRIATION 07 5b**
**MANITOBA TAX ASSISTANCE OFFICE**

| | Estimates of Expenditure 2005/2006 | | Estimates of Expenditure 2004/2005 | |
|---|---|---|---|---|
| | FTEs | $(000s) | FTEs | $(000s) |
| **SALARIES AND EMPLOYEE BENEFITS** | | | | |
| Managerial | 1.00 | 55.5 | 1.00 | 52.5 |
| Administrative Support | 6.00 (1) | 259.3 | 7.00 | 211.0 |
| Employee Benefits | | 41.4 | | 28.0 |
| | 7.00 | 356.2 | 8.00 | 291.5 |
| Less: Allowance for Staff Turnover | | (20.0) | | 0.0 |
| Total Salaries and Employee Benefits | 7.00 | 336.2 | 8.00 | 291.5 |
| **OTHER EXPENDITURES** | | | | |
| Transportation | | 0.2 | | 0.2 |
| Communications | | 53.7 | | 53.7 |
| Supplies and Services | | 51.0 | | 48.9 |
| - Office Space Rental | 29.8 | | 27.7 | |
| - Other | 21.2 | | 21.2 | |
| Other Operating | | 26.0 | | 29.4 |
| - Desktop and other Computer Services | 18.4 | | 21.8 | |
| - Other | 7.6 | | 7.6 | |
| Total Other Expenditures | | 130.9 | | 132.2 |
| **TOTAL SUB-APPROPRIATION** | | 467.1 | | 423.7 |

1. Decrease is due to the elimination of one unfilled position on long-term disability.

| Resolution No. | Approp. No. | Finance (7) Details of Appropriation | **Estimates of Expenditure 2005/2006 $(000s)** | Estimates of Expenditure 2004/2005 $(000s) |
|---|---|---|---|---|
| 7.6 | 6. | INSURANCE AND RISK MANAGEMENT ..... | **407.8** | 385.4 |
| | | - Provides insurance and risk management services to all government departments, agencies and certain Crown corporations. | | |
| | | (a) Salaries and Employee Benefits | **350.8** | 326.7 |
| | | (b) Other Expenditures | **57.0** | 58.7 |
| | | (c) Insurance Premiums | **3,341.0** | 3,166.0 |
| | | (d) Less: Recoverable from Other Appropriations | **(3,341.0)** | (3,166.0) |
| | | | **407.8** | 385.4 |

## SUB-APPROPRIATION 07-6

## INSURANCE AND RISK MANAGEMENT

### OBJECTIVES

To reduce the impact of unexpected and accidental events upon the organizational goals of the Government of Manitoba through the identification, management and control of risk exposures.

To increase beneficial consequences upon organizational goals by assisting departments and agencies assume reasonable risks.

To protect and maintain the assets and programs of the Government of Manitoba through the application of the Risk Management principles of risk identification and evaluation, risk transfer, risk control and risk financing.

### ACTIVITY IDENTIFICATION

Assists departments and agencies to examine existing and planned programs and facilities in order to identify risks and opportunities.

Assists departments and agencies to evaluate and prioritize risks and opportunities based upon potential impact upon goals and objectives, and the feasibility and cost of risk control measures.

Recommends the implementation of appropriate risk control measures in order to reduce loss frequency and severity; administers insurance related claims for government departments and agencies in order to minimize claim frequency and severity.

Promotes appropriate risk transfer practices between the government and third parties through examination of contracts and other legal documents for insurance, bonding and indemnification requirements.

Implements appropriate risk financing measures, including the use of self-insurance and the purchase of commercial insurance, to reduce the financial impact of unexpected loss.

Ensures the appropriate priorities of the government's risk management program, monitors program implementation and recommends change as required.

### EXPECTED RESULTS

Government programs are delivered with a minimum of disruption due to risk. Additional opportunities for program delivery are available.

A reduction in the frequency and severity of unexpected loss involving government facilities and programs.

A reduction in costs arising from contractual liabilities, for the government and those parties providing goods and services through contracts.

Increased control over government's risk financing costs, including the cost of traditional insurance coverage.

Increased control over the cost of claims incurred by government, including the cost of third party actions against the government.

**SUB-APPROPRIATION 07 6**
**INSURANCE AND RISK MANAGEMENT**

| | Estimates of Expenditure 2005/2006 | | Estimates of Expenditure 2004/2005 | |
|---|---|---|---|---|
| | **FTEs** | **$(000s)** | FTEs | $(000s) |
| **SALARIES AND EMPLOYEE BENEFITS** | | | | |
| Managerial | **1.00** | **80.6** | 1.00 | 79.1 |
| Professional/Technical | **3.00** | **190.3** | 3.00 | 174.4 |
| Administrative Support | **1.20** | **43.6** | 1.20 | 42.9 |
| Employee Benefits | | **36.3** | | 30.3 |
| Total Salaries and Employee Benefits | **5.20** | **350.8** | 5.20 | 326.7 |
| **OTHER EXPENDITURES** | | | | |
| Transportation | | **5.0** | | 5.0 |
| Communications | | **5.2** | | 5.2 |
| Supplies and Services | | **25.1** | | 24.9 |
| - Office Space Rental | **18.1** | | 17.9 | |
| - Other | **7.0** | | 7.0 | |
| Other Operating | | **3,362.7** | | 3,189.6 |
| - Desktop and other Computer Services | **13.0** | | 15.9 | |
| - Insurance Costs | **3,341.0** | (1) | 3,166.0 | |
| - Other | **8.7** | | 7.7 | |
| Total Other Expenditures | | **3,398.0** | | 3,224.7 |
| TOTAL EXPENDITURES | | **3,748.8** | | 3,551.4 |
| Less: Recoverable from Other Appropriations | | **(3,341.0)** (1) | | (3,166.0) |
| **TOTAL SUB-APPROPRIATION** | | **407.8** | | 385.4 |

1. Increase due to the establishment of a self-insurance fund reduced in part by a reduction in insurance premium costs offset by corresponding recoveries from user departments.

| Resolution No. | Approp. No. | Finance (7) Details of Appropriation | **Estimates of Expenditure 2005/2006 $(000s)** | Estimates of Expenditure 2004/2005 $(000s) |
|---|---|---|---|---|
| 7.7 | 7. | TREASURY BOARD SECRETARIAT ..... | **6,095.7** | 5,769.0 |

- Provides financial and analytical support and advice to the Minister of Finance and Treasury Board in fulfilling their responsibilities for fiscal management, program and organizational review.
- Monitors, analyzes and reports on the financial position of the province.
- Plans and coordinates the budgetary process.
- Coordinates expenditure management, continuous improvement, planning and program performance measurement processes for government including identification of efficiencies.
- Undertakes reviews of specific program areas.
- Develops and communicates policies, procedures and guidelines on administrative matters, and maintains the General Manual of Administration.
- Represents the government and department management in all labour relations and compensation activities within the civil service, and provides central administration of civil service benefit and insurance programs.

| | | | |
|---|---|---|---|
| (a) | Salaries and Employee Benefits | **5,285.6** | 4,929.2 |
| (b) | Other Expenditures | **810.1** | 839.8 |
| | | **6,095.7** | 5,769.0 |

## SUB-APPROPRIATION 07-7

## TREASURY BOARD SECRETARIAT

### OBJECTIVES

To develop and implement the annual fiscal plan and related strategy for the Government of Manitoba.

To advise the Chairperson of Treasury Board on all policy, program and fiscal matters related to the roles and responsibilities of Treasury Board.

To provide information and advice to the Minister of Finance related to the fiscal position of the Manitoba government as well as overall financial and management issues.

To monitor and analyze the financial position of the province.

To coordinate expenditure management, continuous improvement, planning and performance measurement activities for government.

To develop, communicate, interpret, monitor and evaluate government administrative policies.

To provide a complete range of labour services to government, Crown agencies and government funded organizations in accordance with The Civil Service Act and The Labour Relations Act.

### ACTIVITY IDENTIFICATION

Compile, develop and implement the annual fiscal plan and strategy for the Government of Manitoba.

Develop, implement and coordinate the budgetary process, and finalize the estimates of expenditure and revenue and related appropriation acts for tabling in the Legislature.

Monitor the current and projected fiscal position of the Government of Manitoba on a regular basis, and develop strategies to address deviations from the fiscal plan.

Provide advice and recommendations to the Minister of Finance, Treasury Board and Cabinet with respect to policy and financial issues through analysis and recommendations on submissions to Treasury Board and Cabinet.

Review major program delivery areas in the context of their immediate and long-term impact.

Review administrative processes and structures and develop strategies for service improvement.

Review and manage the central administrative policy function, primarily through the General Manual of Administration.

Negotiate collective agreements on behalf of government and public sector employers.

Act on behalf of government, as an employer, on pension and group insurance matters affecting the civil service and Crown agencies; act on behalf of the Department of Education, Citizenship and Youth on pension matters affecting teachers.

**TREASURY BOARD SECRETARIAT**

ACTIVITY IDENTIFICATION cont'd...

Coordinate all grievance-arbitration and appeal activities for management. In addition, represent management in other quasi-judicial processes with respect to union certification, wrongful dismissal, human rights and employment standards issues.

Administer government employee benefit plans and insurance programs in accordance with collective agreements and applicable legislation

EXPECTED RESULTS

Provision of effective financial and policy advice and services to the Minister of Finance/Chairperson of Treasury Board.

Timely and thorough analysis of information for Treasury Board on a weekly basis.

Creation and maintenance of the annual fiscal plan for the Government of Manitoba.

Finalization and distribution of Revenue and Expenditure Estimates and supply bills for tabling in the Legislature.

Timely provision of Quarterly Financial Reports.

Development and implementation of processes which will improve the effectiveness and efficiency of the expenditure management, continuous improvement, planning and performance measurement functions of the government.

Provision of labour relations services for all agreements on behalf of government, Crown agencies and government funded organizations.

Administration of all contracts and coordination of grievance/arbitration/appeal/labour board activities on behalf of government.

Negotiate, develop and communicate benefit plan changes.

Ongoing administration of negotiated benefit plans.

**SUB-APPROPRIATION 07 7**
**TREASURY BOARD SECRETARIAT**

| | Estimates of Expenditure 2005/2006 | | Estimates of Expenditure 2004/2005 | |
|---|---|---|---|---|
| | FTEs | $(000s) | FTEs | $(000s) |
| **SALARIES AND EMPLOYEE BENEFITS** | | | | |
| Managerial | **11.00** | **1,079.1** | 11.00 | 1,045.0 |
| Professional/Technical | **42.60** | **3,189.2** | 43.60 | 3,034.3 |
| Administrative Support | **11.00** | **494.7** | 12.00 | 472.6 |
| Employee Benefits | | **547.1** | | 455.4 |
| | **64.60** (1) | **5,310.1** | 66.60 | 5,007.3 |
| Other Costs and Benefits | | **25.5** | | 25.5 |
| Less: Allowance for Staff Turnover | | **(50.0)** | | (103.6) |
| Total Salaries and Employee Benefits | **64.60** | **5,285.6** | 66.60 | 4,929.2 |
| **OTHER EXPENDITURES** | | | | |
| Transportation | | **24.3** | | 24.3 |
| Communications | | **54.1** | | 54.1 |
| Supplies and Services | | **520.5** | | 514.2 |
| - Office Space Rental | **352.8** | | 346.5 | |
| - Other | **167.7** | | 167.7 | |
| Minor Capital | | **14.9** | | 14.9 |
| Other Operating | | **196.3** | | 232.3 |
| - Desktop and other Computer Services | **134.0** | | 170.0 | |
| - Other | **62.3** | | 62.3 | |
| Total Other Expenditures | | **810.1** | | 839.8 |
| **TOTAL SUB-APPROPRIATION** | | **6,095.7** | | 5,769.0 |

1. Decrease is due to the elimination of two vacant positions.

| Resolution No. | Approp. No. | Finance (7) Details of Appropriation | Estimates of Expenditure 2005/2006 $(000s) | Estimates of Expenditure 2004/2005 $(000s) |
|---|---|---|---|---|
| 7.8 | 8. | CONSUMER AND CORPORATE AFFAIRS..... | **11,277.6** | 10,232.7 |

- Facilitates the resolution of disputes between consumers and businesses, tenants and landlords.

- Through an adviser office, assists claimants in appealing automobile injury compensation decisions of Manitoba Public Insurance and, through the Automobile Injury Compensation Appeal Commission, hears such appeals.

- Administers legislation for incorporation and registration of businesses, licensing of trust and loan corporations, credit unions and caisses populaires, licensing of companies and individuals involved in the sale of securities, real estate, insurance and raising capital, and regulates utilities through the Public Utilities Board.

- Maintains registries of vital events and of interests in land and personal property.

| | | | | |
|---|---|---|---|---|
| (a) | Administration and Research | **993.9** | | 1,037.9 |
| (b) | Consumers' Bureau | **1,252.7** | | 1,275.7 |
| (c) | Residential Tenancies Branch | **4,195.5** | | 3,645.4 |
| (d) | Financial Institutions Regulations Branch | **981.6** | | 1,014.4 |
| (e) | Claimant Adviser Office – Automobile Injury Compensation Appeals | **665.8** | | 468.3 |
| (f) | Automobile Injury Compensation Appeal Commission | **1,160.5** | | 1,078.8 |
| (g) | Residential Tenancies Commission | **915.5** | | 568.6 |
| (h) | Public Utilities Board | **1,112.1** | | 1,143.6 |
| (i) | Vital Statistics Agency | **-** | (1) | - |
| (j) | Manitoba Securities Commission | **-** | (1) | - |
| (k) | The Property Registry | **-** | (1) | - |
| (l) | Companies Office | **-** | (1) | - |
| | | **11,277.6** | | 10,232.7 |

1. The Vital Statistics Agency, Manitoba Securities Commission, The Property Registry and Companies Office function as special operating agencies and, on this basis, no funding is required in the 2005/06 Estimates of Expenditure (see Part 5).

## CONSUMER AND CORPORATE AFFAIRS

### SUB-APPROPRIATION 07-8a

### ADMINISTRATION AND RESEARCH

OBJECTIVES

To provide leadership and direction for the division in the implementation of the policies of the government in an efficient and effective manner.

To provide research and support in the development of legislation and policy.

To provide administrative support and overall direction for the division's systems/information technology activities.

ACTIVITY IDENTIFICATION

Provides for the division's overall policy, management and administrative direction in accordance with the objectives of the government.

Provides the Minister and Deputy Minister with recommendations for legislation, policy and program changes on matters related to the division.

Provides direction and coordinates the development of legislation in the division and support to the Minister and the Deputy Minister throughout the legislative process.

Investigates marketplace problems and assesses alternative responses to them. Liaises with consumer oriented groups, representatives of the business sector and government officials.

Ensures the best use of the division's fiscal and physical resources. Coordinates and responds for the division to central department programs and initiatives.

Provides application support, project management, programming, server support and direction for the division's systems/information technology activities.

EXPECTED RESULTS

Efficient and effective operation of the division in accordance with legislation and government policy objectives.

Maintenance of fair and effective regulatory frameworks for business and consumers.

Fair, impartial and accessible dispute resolution for consumers and business.

Timely development of legislation to respond to marketplace issues and to reflect the needs of various stakeholders.

**ADMINISTRATION AND RESEARCH**

EXPECTED RESULTS cont'd...

Information on the views stakeholders have of particular issues and action options for addressing those issues.

Effective control and use of the division's resources.

Timely reporting of the division's expenditure and revenues.

Support of the division's information technology systems and applications.

## CONSUMER AND CORPORATE AFFAIRS

**SUB-APPROPRIATION 07 8a**
**ADMINISTRATION AND RESEARCH**

| | Estimates of Expenditure 2005/2006 | | Estimates of Expenditure 2004/2005 | |
|---|---|---|---|---|
| | **FTEs** | **$(000s)** | FTEs | $(000s) |
| **SALARIES AND EMPLOYEE BENEFITS** | | | | |
| Managerial | **4.00** | **370.4** | 4.00 | 353.2 |
| Professional/Technical | **7.50** | **355.0** | 7.50 | 289.7 |
| Administrative Support | **3.28** | **135.4** | 5.28 | 206.5 |
| Employee Benefits | | **110.7** | | 105.3 |
| | **14.78** | **971.5** | 16.78 | 954.7 |
| Less: Allowance for Staff Turnover | | **(9.0)** | | 0.0 |
| Total Salaries and Employee Benefits | **14.78** | **962.5** [1] | 16.78 | 954.7 |
| **OTHER EXPENDITURES** | | | | |
| Transportation | | **9.4** | | 9.4 |
| Communications | | **8.0** | | 15.0 |
| Supplies and Services | | **223.1** | | 233.0 |
| - Office Space Rental | **81.3** | | 84.2 | |
| - Professional Fees | **123.3** | | 123.3 | |
| - Other | **18.5** | | 25.5 | |
| Other Operating | | **0.9** | | 15.8 |
| Total Other Expenditures | | **241.4** | | 273.2 |
| TOTAL EXPENDITURES | | **1,203.9** | | 1,227.9 |
| Less: Recoverable from Other Appropriations | | **(210.0)** | | (190.0) |
| **TOTAL SUB-APPROPRIATION** | | **993.9** | | 1,037.9 |

1. Decrease is due to the transfer of two positions for responsibility of Notary Public and Commissioner for Oaths to the Companies Office and an increase for the full year salary costs related to support for Phase 2 of the Residential Tenancies Branch Re-Engineering project.

## CONSUMER AND CORPORATE AFFAIRS

### SUB-APPROPRIATION 07-8b

### CONSUMERS' BUREAU

OBJECTIVES

To administer Manitoba's consumer protection legislation and assist consumers and businesses in effectively identifying and managing marketplace issues.

ACTIVITY IDENTIFICATION

Administers The Consumer Protection Act, The Business Practices Act, The Charities Endorsement Act, The Personal Investigations Act, The Hearing Aid Act, The Bedding, Upholstered and Stuffed Articles regulation under The Public Health Act and Part III of The Mortgage Act, Reverse Mortgage Loans.

Licences/registers/grants certifications or authorizes vendors and individual sellers engaged in direct selling; collection agencies and collectors; hearing aid dealers; charities fundraising in Manitoba; and manufacturers, renovators and home hobby crafters of stuffed articles.

Hears, mediates and investigates consumer complaints.

Takes enforcement action as appropriate concerning prosecution of offenders under the Acts administered.

Identifies problems and issues in the marketplace and makes recommendations to amend legislation under its mandate as required.

Informs and educates consumers, businesses and interest groups regarding their rights and responsibilities under consumer protection statutes as well as potential risks in the marketplace.

Works cooperatively with other departments, agencies and organizations in Manitoba, Canada and internationally on current issues.

EXPECTED RESULTS

During 2005/2006, the Consumers' Bureau will handle 35,000 calls and e-mails from consumers and businesses requiring information or assistance. In addition more than 60,000 hits to the Bureau's website will be made by consumer and business clients.

More than 1,750 complaint files will be opened and consumer services officers will assist consumers in resolving their disputes with business resulting in more than $375,000 recovered from business and paid to consumers.

In addition to dispute resolution, a number of consumer complaints will result in more formal action being taken under The Consumer Protection Act and The Business Practices Act including bond claims and the laying of charges by Justice.

In 2005/2006, more than 10,000 licences, registrations and authorizations will be issued by licensing staff under The Consumer Protection Act, The Charities Endorsement Act, The Hearing Aid Act and the Bedding, Upholstered and Stuffed Articles Regulation of The Public Health Act.

**CONSUMERS' BUREAU**

EXPECTED RESULTS cont'd...

Improvements to the Consumers' Bureau website planned for 2005/2006 will assist consumers in accessing information to assist them in making effective and informed transactions in the marketplace. As well, business clients will be able to print application forms from the website to speed up the licensing process.

Manitoba's commitment under the Agreement on Internal Trade to harmonized cost of credit disclosure requirements for consumer credit agreements, leases and mortgages will be met through amendments to the consumer protection act.

In 2005/2006, consultation on draft regulations to complete the implementation of cost of credit disclosure amendments will be undertaken.

## CONSUMER AND CORPORATE AFFAIRS

**SUB-APPROPRIATION 07 8b**
**CONSUMERS' BUREAU**

| | Estimates of Expenditure 2005/2006 | | Estimates of Expenditure 2004/2005 | |
|---|---|---|---|---|
| | FTEs | $(000s) | FTEs | $(000s) |
| **SALARIES AND EMPLOYEE BENEFITS** | | | | |
| Managerial | 3.00 | 215.3 | 3.00 | 211.3 |
| Professional/Technical | 8.00 | 438.3 | 9.50 | 461.9 |
| Administrative Support | 5.00 | 183.3 | 6.00 | 177.9 |
| Employee Benefits | | 96.5 | | 93.6 |
| Total Salaries and Employee Benefits | 16.00 | 933.4 [1] | 18.50 | 944.7 |
| **OTHER EXPENDITURES** | | | | |
| Grants/Transfer Payments | | 88.7 | | 88.7 |
| Transportation | | 12.0 | | 12.0 |
| Communications | | 30.7 | | 31.9 |
| Supplies and Services | | 134.5 | | 123.5 |
| - Office Space Rental | 85.8 | | 74.8 | |
| - Other | 48.7 | | 48.7 | |
| Minor Capital | | 0.6 | | 0.6 |
| Other Operating | | 52.8 | | 74.3 |
| - Desktop and other Computer Services | 34.1 | | 51.6 | |
| - Other | 18.7 | | 22.7 | |
| Total Other Expenditures | | 319.3 [1] | | 331.0 |
| **TOTAL SUB-APPROPRIATION** | | 1,252.7 | | 1,275.7 |

1. Decrease is due to the transfer of 0.50 FTE to the Residential Tenancies Commission and elimination of two vacant positions.

## CONSUMER AND CORPORATE AFFAIRS

### SUB-APPROPRIATION 07-8c

### RESIDENTIAL TENANCIES BRANCH

OBJECTIVES

To investigate, mediate and/or adjudicate tenancy disputes between landlords and tenants.

To regulate the amount and frequency of rent increases in residential premises in Manitoba in accordance with the provisions of The Residential Tenancies Act.

To provide information to landlords and tenants. This information helps landlords and tenants understand and comply with The Residential Tenancies Act,

ACTIVITY IDENTIFICATION

Investigation, mediation and adjudication of disputes between landlords and tenants, including security deposit disputes, repairs, notices of termination, claims between landlords and tenants and Orders of Possession.

Reviewing landlords' applications for: rent increases above the guideline, withdrawals and reductions in service, laundry rate increases; reviewing tenant objections with respect to these applications; adjudicating and issuing orders setting rent.

Reviewing all complaints of non-compliance with the requirements of the Act and enforcing compliance orders.

Providing information on the legislation and the branch's policies and procedures.

The Residential Tenancies Branch is re-engineering its business processes to improve client service. This includes a significant information technology development project to support the new business processes.

EXPECTED RESULTS

Provision of general information on the legislation and branch policies/procedures to approximately 80,000 clients by telephone (includes Brandon and Thompson offices).

Provision of information/intake/mediation services to approximately 10,000 walk-in clients (includes Brandon and Thompson offices).

Provision of information to the public through the branch's website; the branch anticipates approximately 55,000 visits to the website.

Processing of approximately 7,000 non rent increase disputes between landlords and tenants; issuance of Orders and Reasons for Decision on:

Applications for Orders of Possession – within 3 business days from the date of a hearing;

Claims Above a Security Deposit/Determinations – within 10 business days from the date of a hearing;

Claims for Less than a Security Deposit – within 23 calendar days from the date the file is transferred to an adjudication officer;

**RESIDENTIAL TENANCIES BRANCH**

EXPECTED RESULTS cont'd...

Completion of Security Deposit files or processing for Transfer to Adjudication - within 60 calendar days from the date the file is opened.

Processing of approximately 800 rent regulation files. This includes applications for rent increase above the guideline and other rent regulation applications, investigation of possible unauthorized rents, rent status inquiries and tenant objections to guideline or less rent increases; issuance of Orders and Reasons for Decision on:

Applications for Rent Increase Above the Guideline – within 90 calendar days from the date the branch receives the application;

Application for Laundry Rate Increases – within 90 calendar days from the date the branch receives the application;

Unauthorized Rent Increase Issues – within 90 calendar days from the date the file is opened;

Applications for Rehabilitation – within 30 calendar days from the date the branch receives the application to issuance of the interim order.

## CONSUMER AND CORPORATE AFFAIRS

**SUB-APPROPRIATION 07 8c**
**RESIDENTIAL TENANCIES BRANCH**

| | Estimates of Expenditure 2005/2006 | | Estimates of Expenditure 2004/2005 | |
|---|---|---|---|---|
| | **FTEs** | **$(000s)** | FTEs | $(000s) |
| **SALARIES AND EMPLOYEE BENEFITS** | | | | |
| Managerial | **1.00** | **89.9** | 1.00 | 88.2 |
| Professional/Technical | **25.50** | **1,689.4** | 26.00 | 1,403.1 |
| Administrative Support | **28.00** | **1,188.1** | 28.50 | 1,117.3 |
| Employee Benefits | | **359.5** | | 299.2 |
| | **54.50** | **3,326.9** | 55.50 | 2,907.8 |
| Other Costs and Benefits | | **6.2** | | 6.0 |
| Total Salaries and Employee Benefits | **54.50** | **3,333.1** (1) | 55.50 | 2,913.8 |
| **OTHER EXPENDITURES** | | | | |
| Transportation | | **44.8** | | 39.8 |
| Communications | | **113.9** | | 114.6 |
| Supplies and Services | | **313.3** | | 301.6 |
| - Office Space Rental | **203.9** | | 192.2 | |
| - Professional Fees | **41.7** | | 41.7 | |
| - Other | **67.7** | | 67.7 | |
| Minor Capital | | **123.1** | | 53.1 |
| Other Operating | | **267.3** | | 222.5 |
| - Desktop and other Computer Services | **65.6** | | 108.4 | |
| - Other | **201.7** | | 114.1 | |
| Total Other Expenditures | | **862.4** (1) | | 731.6 |
| **TOTAL SUB-APPROPRIATION** | | **4,195.5** | | 3,645.4 |

1. Reduction in staffing is due to the elimination of two half-time vacant positions. Increase in salary and operating costs provides for the implementation of The Residential Tenancies Amendment Act related to the rehabilitation of rental properties.

## CONSUMER AND CORPORATE AFFAIRS

### SUB-APPROPRIATION 07-8d

### FINANCIAL INSTITUTIONS REGULATION BRANCH

OBJECTIVES

To provide a legislative and regulatory framework which promotes the orderly growth and development of cooperatives, credit unions and caisses populaires, and the insurance industry in Manitoba.

To protect the public while facilitating the transaction of the business of insurance.

To provide a legislative and regulatory framework to safeguard the funds gathered from the public and ensure the prudent investment of those funds.

To protect members of cooperatives, credit unions and caisses populaires through the administration of The Cooperatives Act, The Credit Unions & Caisses Populaires Act and corresponding regulations.

ACTIVITY IDENTIFICATION

Regulate and license private insurance companies, issue business authorizations to trust and loan corporations to conduct business in Manitoba.

Licence hail insurance agents, hail insurance adjusters and accident and baggage insurance agents. Oversee the Insurance Council of Manitoba in its role to license and supervise the activities of all other insurance agents and adjusters.

Review existing legislation within the branch's mandate and recommend changes where appropriate.

Monitor the financial and operational performance of the Credit Union Deposit Guarantee Corporation, La Société d'assurance-dépôts des Caisses Populaires, The Credit Union Central of Manitoba and La Fédération des Caisses Populaires du Manitoba.

Maintain a registry for cooperatives, credit unions and caisses populaires, assist with the incorporation of such entities and provide advice on statutory matters including issuing securities to members.

EXPECTED RESULTS

Public confidence in the financial institutions operating in Manitoba.

Fair and timely resolution of disputes between members and credit unions, caisses populaires, and cooperatives, and between insurance companies and trust and loan corporations and their customers.

A fair and efficient marketplace for insurance companies, trust and loan corporations, cooperatives, credit unions and caisse populaires.

## CONSUMER AND CORPORATE AFFAIRS

**SUB-APPROPRIATION 07 8d**
**FINANCIAL INSTITUTIONS REGULATIONS BRANCH**

| | Estimates of Expenditure 2005/2006 | | Estimates of Expenditure 2004/2005 | |
|---|---|---|---|---|
| | FTEs | $(000s) | FTEs | $(000s) |
| **SALARIES AND EMPLOYEE BENEFITS** | | | | |
| Managerial | **3.00** | **249.1** | 3.00 | 256.3 |
| Professional/Technical | **3.50** | **204.6** | 3.50 | 202.2 |
| Administrative Support | **5.00** | **219.3** | 5.00 | 214.4 |
| Employee Benefits | | **75.6** | | 79.5 |
| | **11.50** | **748.6** | 11.50 | 752.4 |
| Less: Allowance for Staff Turnover | | **(25.0)** | | 0.0 |
| Total Salaries and Employee Benefits | **11.50** | **723.6** | 11.50 | 752.4 |
| **OTHER EXPENDITURES** | | | | |
| Transportation | | **5.6** | | 5.6 |
| Communications | | **21.4** | | 21.4 |
| Supplies and Services | | **171.4** | | 169.7 |
| - Office Space Rental | **54.8** | | 53.1 | |
| - Professional Fees | **98.8** | | 98.8 | |
| - Other | **17.8** | | 17.8 | |
| Minor Capital | | **6.8** | | 6.8 |
| Other Operating | | **52.8** | | 58.5 |
| - Desktop and other Computer Services | **28.0** | | 33.7 | |
| - Other | **24.8** | | 24.8 | |
| Total Other Expenditures | | **258.0** | | 262.0 |
| **TOTAL SUB-APPROPRIATION** | | **981.6** | | 1,014.4 |

## CONSUMER AND CORPORATE AFFAIRS

### SUB-APPROPRIATION 07-8e

### CLAIMANT ADVISER OFFICE – AUTOMOBILE INJURY COMPENSATION APPEALS

OBJECTIVES

To assist claimants who do not agree with a decision rendered by the Manitoba Public Insurance (MPI) with respect to a bodily injury claim in their appeal of that decision to the Automobile Injury Compensation Appeal Commission.

ACTIVITY IDENTIFICATION

Advise claimants who are considering appealing a decision to the Automobile Injury Compensation Appeal Commission.

Assist and support claimants through the appeal process.

Represent claimants at appeal hearings when appropriate to do so.

Provide information and education to the public to improve the understanding of the appeal process.

EXPECTED RESULTS

Improved claimant understanding of entitlements under the personal injury protection plan and the scope and purpose of the appeal process.

Increased confidence in the compensation system for those injured in automobile accidents.

## CONSUMER AND CORPORATE AFFAIRS

**SUB-APPROPRIATION 07 8e**

**CLAIMANT ADVISER OFFICE - AUTOMOBILE INJURY COMPENSATION APPEALS**

| | Estimates of Expenditure 2005/2006 | | Estimates of Expenditure 2004/2005 | |
|---|---|---|---|---|
| | FTEs | $(000s) | FTEs | $(000s) |
| **SALARIES AND EMPLOYEE BENEFITS** | | | | |
| Managerial | **1.00** | **63.4** | 1.00 | 34.9 |
| Administrative Support | **3.00** | **158.6** | 3.00 | 64.3 |
| Employee Benefits | | **37.4** | | 17.1 |
| Total Salaries and Employee Benefits | **4.00** | **259.4** | 4.00 | 116.3 |
| **OTHER EXPENDITURES** | | | | |
| Transportation | | **15.0** | | 7.3 |
| Communications | | **34.0** | | 24.0 |
| Supplies and Services | | **183.9** | | 138.7 |
| - Office Space Rental | **74.4** | | 62.5 | |
| - Other | **109.5** | | 76.2 | |
| Minor Capital | | **39.3** | | 62.5 |
| Other Operating | | **134.2** | | 119.5 |
| - Desktop and other Computer Services | **58.4** | | 53.6 | |
| - Other | **75.8** | | 65.9 | |
| Total Other Expenditures | | **406.4** | | 352.0 |
| **TOTAL SUB-APPROPRIATION** | | **665.8** [1] | | 468.3 |

1. Increase is due to the full year cost of the Claimant Adviser Office – Automobile Injury Compensation Appeals.

## CONSUMER AND CORPORATE AFFAIRS

### SUB-APPROPRIATION 07-8f

### AUTOMOBILE INJURY COMPENSATION APPEAL COMMISSION

OBJECTIVES

To hear appeals from claimants regarding bodily injury compensation decisions issued by the Internal Review section of Manitoba Public Insurance in a fair and timely fashion, in an accessible forum.

ACTIVITY IDENTIFICATION

This Commission was established on March 1, 1994 to hear appeals under Part 2 of the Manitoba Public Insurance Corporation (MPIC) Act. Claimants can appeal any internal review decision issued by MPI relating to a claimant's bodily injuries suffered in a motor vehicle accident that occurred on or after March 1, 1994.

EXPECTED RESULTS

It is estimated that the Commission will receive appeals from approximately 175 claimants.

Each claimant can appeal multiple decisions from MPI. It is anticipated that the appeals received will account for 200 MPI Internal Review decisions.

Fair and timely decisions.

## CONSUMER AND CORPORATE AFFAIRS

**SUB-APPROPRIATION 07 8f**
**AUTOMOBILE INJURY COMPENSATION APPEAL COMMISSION**

| | Estimates of Expenditure 2005/2006 | | Estimates of Expenditure 2004/2005 | |
|---|---|---|---|---|
| | FTEs | $(000s) | FTEs | $(000s) |
| **SALARIES AND EMPLOYEE BENEFITS** | | | | |
| Managerial | 1.00 | 115.9 | 1.00 | 113.7 |
| Professional/Technical | 3.00 | 259.2 | 3.00 | 203.7 |
| Administrative Support | 5.00 | 208.3 | 5.00 | 174.4 |
| Employee Benefits | | 84.2 | | 69.3 |
| | 9.00 | 667.6 | 9.00 | 561.1 |
| Other Costs and Benefits | | 94.3 | | 92.6 |
| Total Salaries and Employee Benefits | 9.00 | 761.9 | 9.00 | 653.7 |
| **OTHER EXPENDITURES** | | | | |
| Transportation | | 8.0 | | 8.0 |
| Communications | | 16.0 | | 16.0 |
| Supplies and Services | | 217.4 | | 233.3 |
| - Office Space Rental | 126.1 | | 142.0 | |
| - Professional Fees | 74.5 | | 74.5 | |
| - Other | 16.8 | | 16.8 | |
| Minor Capital | | 101.4 | | 107.4 |
| Other Operating | | 55.8 | | 60.4 |
| - Desktop and other Computer Services | 25.4 | | 30.0 | |
| - Other | 30.4 | | 30.4 | |
| Total Other Expenditures | | 398.6 | | 425.1 |
| **TOTAL SUB-APPROPRIATION** | | 1,160.5 | | 1,078.8 |

## SUB-APPROPRIATION 07-8g

## RESIDENTIAL TENANCIES COMMISSION

### OBJECTIVES

To provide prompt resolution on appeal of disputes between landlords and tenants that is fair, accessible, inexpensive, expeditious and amicable, in an informal administrative setting by a specialist tribunal.

### ACTIVITY IDENTIFICATION

The Residential Tenancies Commission is a specialist tribunal which hears appeals from Decisions and Orders of the Director of the Residential Tenancies branch under The Residential Tenancies Act, The Life-Leases Act and The Condominium Act.

Provides concise and easy to understand "Reasons for Decisions" regarding the outcome of an appeal.

### EXPECTED RESULTS

It is expected that approximately 500 appeals involving disputes between landlords and tenants will be received and processed by the Residential Tenancies Commission during the year. The number of appeals to rent increase to be received and reviewed by the Residential Tenancies Commission is estimated to involve 12,000 rental units.

CONSUMER AND CORPORATE AFFAIRS

**SUB-APPROPRIATION 07 8g**
**RESIDENTIAL TENANCIES COMMISSION**

| | Estimates of Expenditure 2005/2006 | | Estimates of Expenditure 2004/2005 | |
|---|---|---|---|---|
| | FTEs | $(000s) | FTEs | $(000s) |
| **SALARIES AND EMPLOYEE BENEFITS** | | | | |
| Managerial | 1.00 | 106.0 | 1.00 | 100.3 |
| Professional/Technical | 1.00 | 111.5 | 1.00 | 58.0 |
| Administrative Support | 3.00 | 122.4 | 2.50 | 93.8 |
| Employee Benefits | | 62.3 | | 50.8 |
| | 5.00 | 402.2 | 4.50 | 302.9 |
| Other Costs and Benefits | | 163.6 | | 160.6 |
| Total Salaries and Employee Benefits | 5.00 | 565.8 (1) | 4.50 | 463.5 |
| **OTHER EXPENDITURES** | | | | |
| Transportation | | 14.0 | | 14.0 |
| Communications | | 11.3 | | 11.3 |
| Supplies and Services | | 272.4 | | 50.4 |
| - Office Space Rental | 53.6 | | 31.6 | |
| - Other | 218.8 | | 18.8 | |
| Minor Capital | | 18.0 | | 0.0 |
| Other Operating | | 34.0 | | 29.4 |
| - Desktop and other Computer Services | 17.7 | | 20.6 | |
| - Other | 16.3 | | 8.8 | |
| Total Other Expenditures | | 349.7 (1) | | 105.1 |
| **TOTAL SUB-APPROPRIATION** | | 915.5 | | 568.6 |

1. Increase is due to the transfer of 0.50 FTE from the Consumer's Bureau and an increase in salary and operating costs provides for the implementation of The Residential Tenancies Amendment Act related to the rehabilitation of rental properties.

## CONSUMER AND CORPORATE AFFAIRS

### SUB-APPROPRIATION 07-8h

### PUBLIC UTILITIES BOARD

OBJECTIVES

To exercise general supervision over the operations of public utilities in Manitoba, regulating rates, service practices and certain specified business operations of the various utilities under its jurisdiction.

To approve construction and operation of gas lines, investigate fires and explosions and audit pipeline safety procedures.

To license persons providing retail and natural gas services.

To license persons providing pre-arranged funeral services and operators of certain cemeteries together with the authorization of fees charged for such services.

ACTIVITY IDENTIFICATION

Exercises regulatory authority over Manitoba Hydro and Manitoba Public Insurance under The Crown Corporations Public Review and Accountability Act.

Exercises regulatory authority under The Public Utilities Board Act of natural gas, propane distribution and all water and sewer utilities in the province except for rate setting responsibilities for the City of Winnipeg operation.

Acts as an appellate tribunal in appeals under The Highways Protection Act from decisions of The Highway Traffic Board.

Administers The Prearranged Funeral Services Act and The Cemeteries Act.

Administers safety issues related to The Gas Pipe Line Act.

EXPECTED RESULTS

Issue: 200 Orders (decisions);
Issue: 25 Licences under The Prearranged Funeral Services Act;
Issue: 150 Licences under The Cemeteries Act;
Issue: 10 Natural Gas Broker Licences.

Audit disconnection activities of public utilities: 10,000 accounts

Approve 62,603 metres of pipeline construction and operation.

**SUB-APPROPRIATION 07 8h**
**PUBLIC UTILITIES BOARD**

| | Estimates of Expenditure 2005/2006 | | Estimates of Expenditure 2004/2005 | |
|---|---|---|---|---|
| | FTEs | $(000s) | FTEs | $(000s) |
| **SALARIES AND EMPLOYEE BENEFITS** | | | | |
| Managerial | 2.00 | 201.6 | 2.00 | 197.8 |
| Professional/Technical | 1.00 | 85.7 | 1.00 | 84.1 |
| Administrative Support | 3.23 | 136.7 | 4.23 | 124.2 |
| Employee Benefits | | 58.2 | | 50.0 |
| | 6.23 | 482.2 | 7.23 | 456.1 |
| Other Costs and Benefits | | 50.4 | | 49.5 |
| Less: Allowance for Staff Turnover | | (11.0) | | 0.0 |
| Total Salaries and Employee Benefits | 6.23 | 521.6 (1) | 7.23 | 505.6 |
| **OTHER EXPENDITURES** | | | | |
| Transportation | | 32.0 | | 32.0 |
| Communications | | 25.4 | | 25.8 |
| Supplies and Services | | 469.9 | | 510.4 |
| - Office Space Rental | 87.4 | | 87.9 | |
| - Professional Fees | 344.0 | | 384.0 | |
| - Other | 38.5 | | 38.5 | |
| Minor Capital | | 20.0 | | 20.0 |
| Other Operating | | 43.2 | | 49.8 |
| - Desktop and other Computer Services | 22.0 | | 28.6 | |
| - Other | 21.2 | | 21.2 | |
| Total Other Expenditures | | 590.5 | | 638.0 |
| **TOTAL SUB-APPROPRIATION** | | 1,112.1 | | 1,143.6 |

1. Decrease is due to the elimination of one vacant clerical position.

| Resolution No. | Approp. No. | Finance (7) Details of Appropriation | **Estimates of Expenditure 2005/2006 $(000s)** | Estimates of Expenditure 2004/2005 $(000s) |
|---|---|---|---|---|
| 7.9 | 9. | COSTS RELATED TO CAPITAL ASSETS ..... | **4,105.6** | 4,220.1 |
| | | Provides for the amortization and interest expense related to capital assets which include:<br>- the department's share of amortization of Enterprise System total estimated project costs allocated to departments based on projected use;<br>- the department's share of amortization of transition costs for the managed environment total estimated project costs allocated as a percentage of total units purchased;<br>- amortization of hardware/software and other equipment acquisitions; and<br>- interest expense on capital assets. | | |
| | | (a) Desktop Services | | |
| | | (1) Amortization Expense – Transition | **101.5** | 101.5 |
| | | (2) Enterprise Software Licenses | **201.1** | 201.1 |
| | | | **302.6** | 302.6 |
| | | (b) Amortization Expense | **2,287.0** | 2,283.0 |
| | | (c) Interest Expense | **1,516.0** | 1,634.5 |
| | | | **4,105.6** | 4,220.1 |

| Resolution No. | Approp. No. | Finance (7) Details of Appropriation | **Estimates of Expenditure 2005/2006 $(000s)** | Estimates of Expenditure 2004/2005 $(000s) |
|---|---|---|---|---|
| 7.10 | 10. | NET TAX CREDIT PAYMENTS ..... | **50,342.4** | 49,733.2 |
| | | Provides for the cost of provincial tax credit payments for property, personal amounts, pensioners' school tax assistance, political contributions and riparian tax credit as well as the related administration fee paid to the federal government. | | |
| | | Manitoba Education Property Tax Credit | **182,536.1** | 179,400.2 |
| | | Personal Tax Credit | **48,760.8** | 48,220.2 |
| | | Pensioners' School Tax Assistance | **2,661.9** | 3,263.9 |
| | | Political Contribution Tax Credit | **547.1** | 538.0 |
| | | Environmentally Sensitive Areas Tax Credit | **75.0** | 100.0 |
| | | Federal Administration Fee | **959.5** | 875.0 |
| | | | **235,540.4** | 232,397.3 |
| | | Less: Recoverable from Education, Citizenship and Youth: | | |
| | | - Manitoba Education Property Tax Credit | **(182,536.1)** | (179,400.2) |
| | | - Pensioners' School Tax Assistance | **(2,661.9)** | (3,263.9) |
| | | | **(185,198.0)** | (182,664.1) |
| | | | **50,342.4** | 49,733.2 |

| Resolution No. | Approp. No. | Finance (7) Details of Appropriation | **Estimates of Expenditure 2005/2006 $(000s)** | Estimates of Expenditure 2004/2005 $(000s) |
|---|---|---|---|---|
| S | 11. | PUBLIC DEBT (STATUTORY)..... | **268,983.9** | 238,681.5 |
| | | Provides for required net cost of interest and related expenses payable with respect to the public debt of Manitoba. | | |
| | | (a) (1) Interest on the Public Debt of Manitoba and related expenses | **1,103,598.0** | 1,070,584.9 |
| | | (2) Interest on departments' capital assets | **83,847.8** | 84,833.6 |
| | | (3) Interest on Trust and Special Funds | **30,000.0** | 28,000.0 |
| | | | **1,217,445.8** | 1,183,418.5 |
| | | (b) Less: Interest and Other Charges to be received from: | | |
| | | (1) Sinking Fund Investments | **(209,579.9)** | (216,295.0) |
| | | (2) Manitoba Hydro | **(529,899.3)** | (523,117.3) |
| | | (3) Manitoba Housing and Renewal Corporation | **(28,972.3)** | (30,205.6) |
| | | (4) Manitoba Agricultural Credit Corporation | **(19,999.7)** | (19,566.0) |
| | | (5) Other Government Agencies | **(12,422.4)** | (11,710.4) |
| | | (6) Other Loans and Investments | **(63,740.5)** | (59,009.1) |
| | | (7) Other Appropriations | **(83,847.8)** | (84,833.6) |
| | | | **(948,461.9)** | (944,737.0) |
| | | | **268,983.9** | 238,681.5 |

# PART 3

# HISTORICAL INFORMATION

**DEPARTMENT OF FINANCE**
**FIVE-YEAR EXPENDITURE AND STAFFING SUMMARY BY MAIN APPROPRIATION**
**FOR THE YEAR ENDING MARCH 31, 2006**

| MAIN APPROPRIATION | ACTUAL EXPENDITURES * | | | | | | ADJUSTED VOTE | | PRINTED ESTIMATES | |
|---|---|---|---|---|---|---|---|---|---|---|
| | 2001/2002 | | 2002/2003 | | 2003/2004 | | 2004/2005 | | 2005/2006 | |
| | FTEs | $(000s) | FTEs | $(000s) | FTEs | $(000s) | FTEs | $(000s) | FTEs | $(000s) |
| ADMINISTRATION AND FINANCE | 33.00 | 2,213.0 | 33.00 | 2,178.0 | 33.00 | 2,349.6 | 33.00 | 1,996.1 | **33.00** | **2,104.7** |
| TREASURY | 25.00 | 1,476.5 | 25.00 | 1,563.5 | 25.00 | 1,676.9 | 25.00 | 1,686.5 | **25.00** | **1,812.6** |
| COMPTROLLER | 92.25 | 5,905.6 | 88.35 | 5,826.0 | 88.35 | 6,027.3 | 85.35 | 6,420.3 | **88.35** | **6,849.4** |
| TAXATION | 195.92 | 14,975.1 | 195.92 | 20,749.4 | 195.92 | 17,505.5 | 194.50 | 15,329.4 | **192.50** | **15,886.5** |
| FEDERAL-PROVINCIAL RELATIONS AND RESEARCH | 29.25 | 3,509.7 | 29.25 | 3,113.3 | 29.25 | 3,030.1 | 29.25 | 3,146.7 | **28.25** | **3,247.1** |
| INSURANCE AND RISK MANAGEMENT | 5.29 | 358.3 | 5.20 | 362.4 | 5.20 | 397.3 | 5.20 | 385.4 | **5.20** | **407.8** |
| TREASURY BOARD SECRETARIAT | 66.00 | 4,789.8 | 66.00 | 4,667.4 | 66.00 | 5,035.2 | 66.60 | 5,769.0 | **64.60** | **6,095.7** |
| CONSUMER AND CORPORATE AFFAIRS | 123.51 | 8,482.2 | 122.01 | 8,374.4 | 125.01 | 8,747.4 | 127.01 | 10,232.7 | **121.01** | **11,277.6** |
| COSTS RELATED TO CAPITAL ASSETS | - | 1,074.4 | - | 2,414.5 | - | 3,941.0 | - | 4,220.1 | - | **4,105.6** |
| SUBTOTAL | 570.22 | 42,784.6 | 564.73 | 49,248.9 | 567.73 | 48,710.3 | 565.91 | 49,186.2 | **557.91** | **51,787.0** |
| NET TAX CREDIT PAYMENTS | - | 52,646.7 | - | 50,671.3 | - | 48,867.2 | - | 49,733.2 | - | **50,342.4** |
| PUBLIC DEBT (STATUTORY) | - | 394,841.9 | - | 321,419.3 | - | 250,184.9 | - | 238,681.5 | - | **268,983.9** |
| TOTAL | 570.22 | 490,273.2 | 564.73 | 421,339.5 | 567.73 | 347,762.4 | 565.91 | 337,600.9 | **557.91** | **371,113.3** |

* Actual expenditures have been adjusted for comparative purposes. Adjustments are for: i) the transfer of Consumer and Corporate Affairs to Finance in 2002/2003; and ii) the transfers in 2004/2005 of Legislative Building Information Systems, Enterprise System Management, Office of Information Technology and related Costs Related to Capital Assets to Energy, Science and Technology and the transfer of Human Resource Services from Transportation and Government Services and from Education and Youth. Public Debt actual expenditures from 2002/2003 and onwards have been adjusted for the allocation of interest related to the capitalization of infrastructure assets.

**DEPARTMENT OF FINANCE**
**FIVE-YEAR EXPENDITURE HISTORY**
**OPERATING APPROPRIATIONS, NET TAX CREDIT PAYMENTS & PUBLIC DEBT**

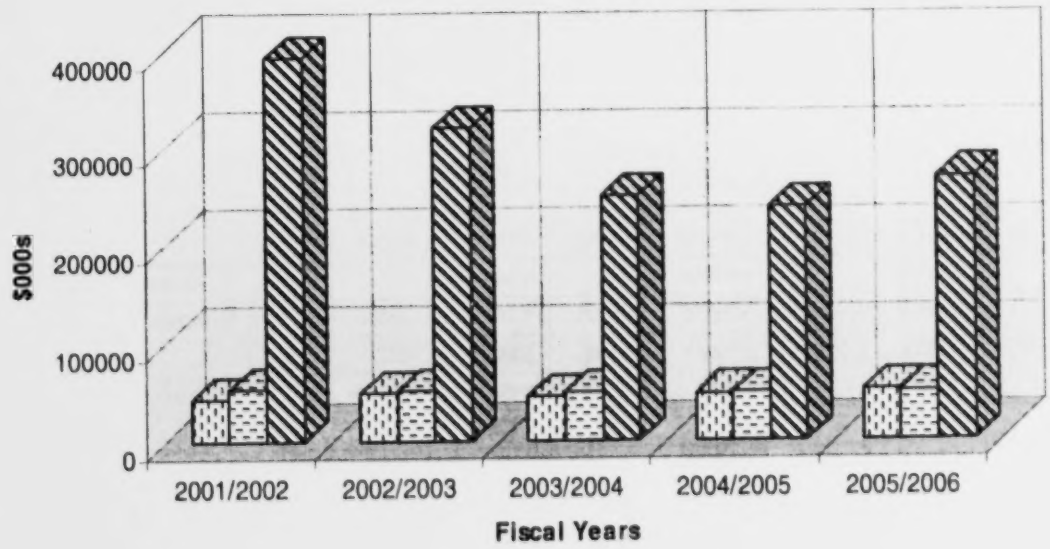
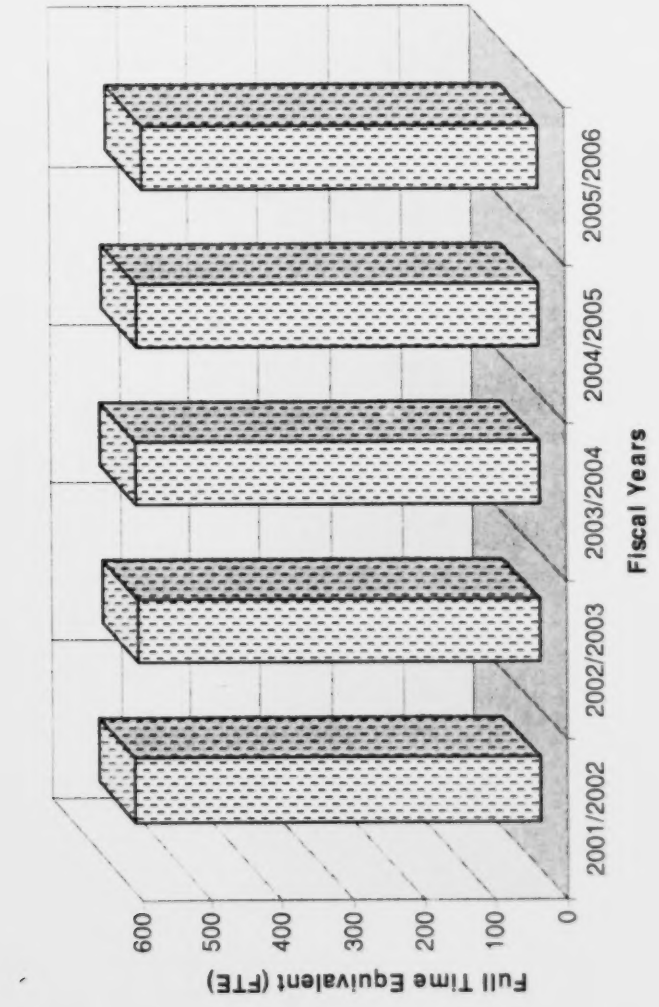



CHART 6

**DEPARTMENT OF FINANCE**
**FIVE-YEAR STAFF HISTORY**



# PART 4

## CAPITAL INVESTMENT
### General Assets

| Resolution No. | Approp. No. | Finance (7) Details of Appropriation | **Estimates of Expenditure 2005/2006 $(000s)** | Estimates of Expenditure 2004/2005 $(000s) |
|---|---|---|---|---|
| B.8 | 8. | CAPITAL INVESTMENT - General Assets ..... | **343.8** | 700.0 |
| | | Provides for the development or enhancement of information technology systems. | | |
| | | | **343.8** | 700.0 |

## CAPITAL INVESTMENT

**SUB-APPROPRIATION B-8**

**GENERAL ASSETS**

OBJECTIVES

To improve service delivery in the Residential Tenancies program by replacing manual and paper intensive processes and by replacing multiple, unstable computer systems.

To provide accurate and reliable statistics to help manage workload and to proactively address tenant and landlord needs.

ACTIVITY IDENTIFICATION

The review and improvement of business processes will be undertaken.

An integrated computer system to support new business processes and to develop and implement new statistical and management reports.

EXPECTED RESULTS

Service delivery (faster resolution of tenant/landlord issues) will be improved.

Multiple, unstable computer systems will be replaced.

Improved data access, timely workload and statistical information will be provided to management and staff.

| | **Estimates of Expenditure 2005/2006** | | Estimates of Expenditure 2004/2005 | |
|---|---|---|---|---|
| | **FTEs** | **$(000s)** | FTEs | $(000s) |
| CAPITAL INVESTMENT - General Assets | - | **343.8** | - | 700.0 |

# PART 5

# SPECIAL OPERATING AGENCIES

## SPECIAL OPERATING AGENCIES

### VITAL STATISTICS AGENCY

### BACKGROUND

Vital Statistics has been compiling Manitoba's vital events since 1882. In 1983 the divisional registration system was replaced by a central registration system in order to improve effectiveness and efficiency in enforcing and administering The Vital Statistics Act.

Vital Statistics was transferred to the Department of Consumer and Corporate Affairs from Family Services prior to obtaining Special Operating Agency Status. Vital Statistics became an autonomous operating unit under the Special Operating Agencies Financing Authority on April 1, 1994. As of September 2002, the Ministry of Consumer and Corporate Affairs became a division of the Department of Finance. The Agency is financially self-sustaining, and is oriented toward continuous improvement in service quality and efficiency.

### RESPONSIBILITY

Vital events occurring in Canada are required to be registered by federal law. The Vital Statistics Agency is responsible for delivering mandated services to clients through administration of three major Acts: *The Vital Statistics Act, The Change of Name Act* and *The Marriage Act.* The Agency is mandated by these Acts to administer all matters pertaining to the registration of births, marriages, deaths, stillbirths, adoptions and legal changes of name. Vital Statistics maintains a permanent registry of vital event records and issues certificates and certified copies of vital event records. The Agency also carries out administrative duties under *The Public Health Act, The Child and Family Services Act* and *The Family Maintenance Act.*

### VISION

To strive for excellence through responsive and innovative delivery of Vital Statistics services.

### MISSION

To provide the public with services related to Manitoba vital events in a manner which effectively meets all legislative requirements.

### CRITICAL SUCCESS FACTORS

To ensure accurate and timely registration of vital events.

To ensure all legislative requirements are met with respect to compliance, privacy, safekeeping and authorized access to records and information.

To provide courteous, timely and cost-effective service.

To recover full costs for services and maximize sales opportunities.

## MANDATE

To maintain the provincial registry for births, marriages, deaths and stillbirths; issue certificates and certified copies; and provide statistical reports and other related services to its customers in accordance with *The Vital Statistics Act.*

To register clergy and marriage commissioners as marriage ceremony officiates; appoint marriage commissioners; register marriage licence issuers; issue marriage licences; and recognize religious denominations for purposes under *The Marriage Act.*

To register, issue certificates and conduct searches for legal changes of name in accordance with *The Change of Name Act.*

To process applications for Orders Authorizing Disinterment pursuant to *The Public Health Act.*

To register adoptions; re-register births; amend records pursuant to *The Child and Family Services Act*; and amend parentage particulars of birth records pursuant to *The Family Maintenance Act.*

## PRODUCTS AND SERVICES

Vital Statistics performs a broad range of activities and services that are primarily mandated under *The Vital Statistics Act, The Marriage Act* and *The Change of Name Act.* The agency maintains records and respective registries of vital events, changes of name and adoptions, through which the following products and services are provided:

- Small-size certificates for births, marriages and changes of name;
- Large-size certificates for births, marriages, deaths and changes of name;
- Certified copies of registration for birth, marriage, death, stillbirth and certificates of change of name;
- Record searches (including genealogical searches) and issuing search receipts;
- Amendment of records for corrections, adoptions and change of name;
- Delayed registrations;
- Compiling vital event data in list and statistics formats and providing statistical information for bona fide research;
- Issuing marriage licences;
- Obtaining Orders Authorizing Disinterment;
- Issuing Burial and Re-burial Permits;
- Providing the administrative framework to appoint clergy and commissioners to perform marriages; and
- Issuing Commemorative birth and marriage certificates.

## 2005/2006 KEY OBJECTIVES

Critical success factors relate to activities the Agency must undertake to ensure it operates at peak levels of efficiency and effectiveness. The 2005/2006 key objectives are detailed under the expected outcomes as follows:

- **Operations**
  - To support and contribute to the economic development in Manitoba;
  - Continuous improvement in providing quality and responsive service;
- **Financial**
  - Run operations that are financially self-sustaining and according to best business practices;
  - Revenue-sharing Payments to the province's Consolidated Fund;
- **Human Resources**
  - Follow best private and public sector employment practices with staff involvement;
- **Communications**
  - Effectively communicate with employees, customers, and other stakeholders;
- **Management**
  - Ensure satisfying confidence of stakeholders; and
  - Preserve and safeguard the government's assets of approximately four million vital event records.

## 2005/2006 KEY PERFORMANCE TARGETS

- The client service performance targets are in keeping with the Agency's critical success factors, which include "ensuring accurate and timely registration of vital events" and "providing courteous, timely and cost-effective service". Client service performance targets serve to place greater emphasis on client-centred performance measures rather than operations-centred performance measures.

- The Agency's mandate to provide these services, in accordance with its legislatively appointed role as the central registry for vital events in the Province of Manitoba, is in keeping with The Vital Statistics Act and other applicable Acts.

- The Agency will continue to provide performance measurement information which meets the requirements of all Agency stakeholders.

- Key targets for 2005/2006 (turnaround times in annual average working days)

| | |
|---|---|
| To register all vital events | 7.0 days |
| To issue certificates and certified copies | 13.5 days |
| To process corrections, changes of name, adoptions, delayed registration and disinternments | 15.0 days |
| Processing of joint requests | 3.0 days |
| Correspondence replies | 3.0 days |
| Telephone enquiries (application status) | Immediate |

# VITAL STATISTICS AGENCY

## PRO-FORMA BALANCE SHEET
## AS AT MARCH 31, 2004 TO MARCH 31, 2006
## $(000s)

| | 2003/2004 Actual | 2004/2005 Estimates Revised | 2005/2006 Estimates |
|---|---|---|---|
| **ASSETS** | | | |
| Current Assets | | | |
| Cash and Short Term Deposits | 361 | 260 | 194 |
| Accounts Receivable | 41 | 50 | 50 |
| Inventory | 31 | 30 | 30 |
| Prepaid Expenses | 15 | 20 | 20 |
| Other Assets | | | |
| Receivable from Province of Manitoba | 94 | 94 | 94 |
| Capital Assets | | | |
| At Original Cost | 2,320 | 2,525 | 2,715 |
| Less: Accumulated Amortization | 1,437 | 1,640 | 1,804 |
| **TOTAL ASSETS** | 1,425 | 1,339 | 1,299 |
| **CURRENT LIABILITIES** | | | |
| Accounts Payable | 58 | 60 | 60 |
| Accrued Liabilities | 11 | 10 | 10 |
| Accrued Vacation Entitlement | 135 | 130 | 140 |
| Accrued Salaries and Employee Benefits | 45 | 30 | 30 |
| Unearned Revenue | 100 | 90 | 90 |
| Long-Term Liabilities | | | |
| Severance Pay Liabilities | 164 | 160 | 170 |
| **TOTAL LIABILITIES** | 513 | 480 | 500 |
| **EQUITY** | | | |
| Retained Earnings | 912 | 859 | 799 |
| **TOTAL LIABILITIES AND EQUITY** | 1,425 | 1,339 | 1,299 |

# VITAL STATISTICS AGENCY

## PRO-FORMA STATEMENT OF EARNINGS AND RETAINED EARNINGS
## FOR THE FISCAL PERIOD ENDING MARCH 31, 2006
## $(000s)

| | 2003/2004 Actual | 2004/2005 Estimates Revised | 2005/2006 Estimates |
|---|---|---|---|
| **REVENUE** | | | |
| Net Revenue | 2,766 | 2,732 | 2,809 |
| Cost Recoveries from Gov't Departments | 104 | 120 | 140 |
| Interest Income | 2 | 6 | 6 |
| **TOTAL REVENUE** | 2,872 | 2,858 | 2,955 |
| **EXPENSES** | | | |
| Salaries and Employee Benefits | 1,529 | 1,695 | 1,752 |
| Accommodations | 158 | 164 | 184 |
| Advertising and Marketing | 17 | 15 | 15 |
| Office Equipment Support | 34 | 35 | 35 |
| Desktop/Information System Support | 272 | 289 | 330 |
| Government Departmental Charges | 58 | 60 | 60 |
| Office and Printed Material Supplies | 99 | 110 | 110 |
| Courier and Postage | 144 | 140 | 150 |
| Telecommunications | 30 | 30 | 30 |
| Professional Fees | 23 | 30 | 30 |
| Staff Development and Training | 11 | 5 | 5 |
| Miscellaneous Operating Expenses | 10 | 10 | 10 |
| Amortization | 207 | 203 | 164 |
| **TOTAL EXPENSES** | 2,592 | 2,786 | 2,875 |
| **NET EARNINGS FOR PERIOD** | 280 | 72 | 80 |
| **RETAINED EARNINGS** | | | |
| Beginning of Period | 632 | 912 | 859 |
| Revenue Sharing to Province of Manitoba | 0 | 125 | 140 |
| **RETAINED EARNING END OF PERIOD** | 912 | 859 | 799 |

# VITAL STATISTICS AGENCY

## PRO-FORMA CASH FLOW STATEMENT
## FOR THE FISCAL PERIOD ENDING MARCH 31, 2006
## $(000s)

| | 2003/2004 Actual | 2004/2005 Estimates Revised | 2005/2006 Estimates |
|---|---|---|---|
| **CASH FROM (USED IN) OPERATING ACTIVITIES** | | | |
| Net Earnings for Period | 280 | 72 | 80 |
| Items not Involving Cash: | | | |
| Amortization of Capital Assets | 207 | 203 | 164 |
| | 487 | 275 | 244 |
| **Changes in Non Cash Working Capital Balances:** | | | |
| Accounts Receivable | 28 | (9) | 0 |
| Inventory | 17 | 1 | 0 |
| Prepaid Expenses | 1 | (5) | 0 |
| Accounts Payable | (47) | 2 | 0 |
| Accrued Liabilities | 5 | (1) | 0 |
| Accrued Vacation Entitlements | (2) | (5) | 10 |
| Accrued Salaries and Benefits | 12 | (15) | 0 |
| Unearned Revenue | (31) | (10) | 0 |
| | (17) | (42) | 10 |
| **Cash Flows from Investing Activities:** | | | |
| Acquisition of Capital Assets | (361) | (205) | (190) |
| **Cash Flows from Financing Activities:** | | | |
| Revenue Sharing Payment to Province of Manitoba | 0 | (125) | (140) |
| Province of Manitoba Receivable | 0 | 0 | 0 |
| Severance pay liability | (4) | (4) | 10 |
| | (4) | (129) | (130) |
| **Change in Cash and Short-Term Investments** | 105 | (101) | (66) |
| **Cash and Short-Term Investments, Beginning of Period** | 256 | 361 | 260 |
| **Cash and Short-Term Investments, End of Period** | 361 | 260 | 194 |

## SPECIAL OPERATING AGENCIES

### MANITOBA SECURITIES COMMISSION

### BACKGROUND

The Manitoba Securities Commission was created under *The Securities Act* in 1968 as an independent agency that reported to the legislature through the Minister of Consumer and Corporate Affairs. On April 1, 1999, the Commission changed status and was established as a Special Operating Agency (SOA). Today, it is responsible for administering and enforcing *The Securities Act, The Commodity Futures Act, The Real Estate Brokers Act and The Mortgage Dealers Act*. As of the year ending 2002, the Commission now reports to the legislature through the Minister of Finance.

### ROLE AND MISSION STATEMENT

The role and mission of the Commission is to act in the public interest to protect Manitoba investors and to facilitate dynamic and competitive capital and real estate markets that contribute to the economic development of Manitoba while fostering public confidence in those markets.

### VISION STATEMENT

The vision of the Commission is to maintain and foster fair, efficient and transparent capital and real estate markets in Manitoba as well as public confidence in those markets.

### RESPONSIBILITY

The Commission was created to regulate the financial and real estate markets and to promote growth, efficiency and integrity of the province's capital markets in an era when capital markets were far less complex. The responsibilities of the Commission have expanded from administration of *The Securities Act* and *The Real Estate Brokers Act* to include responsibility for *The Mortgage Dealers Act* and *The Commodity Futures Act*. The environment in which the Commission operates has significantly changed from a provincial perspective to regulation within a global economy.

The Commission's mandate is to act in the public interest to protect Manitoba investors and to facilitate the raising of capital while maintaining fairness and integrity in the securities marketplace. Similarly, its real estate industry mandate is to regulate brokers, salespeople, and mortgage dealers to ensure adequate standards are maintained for the protection of the public.

### CRITICAL SUCCESS FACTORS

The Commission has identified six critical success factors that continue to be necessary to fulfill its mandate. They are:

- Maintaining access to adequate resources to allow timely reaction to market forces and proactive regulation of market participants;
- Maintaining staffing levels and staff expertise;
- Effective management of resources available to the Commission;
- Development of a clear, results-oriented performance framework for accurate planning and measurement of achievements;
- Maintaining and improving stakeholder consultation; and
- Maintaining Commission independence as a quasi-judicial body.

## PERFORMANCE MEASUREMENT – BALANCED SCORECARD

The balanced scorecard is broken down into four broad perspectives being financial, stakeholders, internal, and growth and learning. Presented below are the key objectives of each perspective as defined by the Commission.

### Financial Perspective

- To carry out our operations as a financially responsible and sound SOA by utilizing assets effectively and efficiently.

### Stakeholder Perspective

- Protect and educate the public through the development and delivery of educational and informational programs.
- Provide efficient and effective services to registrants and issuers by way of improved technologies, continuous review of Rules and Regulations, and the consistent application of these rules.
- Ensure the Commission provides the government with timely and clear disclosures, sound fiscal management, and maintains independence through policy development and decision making.
- Participate and cooperate with other regulators to ensure the Commission's representation across Canada.

### Internal Perspective

- Develop and maintain a superior knowledge base of codification of rules and policies, upholding contact with public and industry stakeholders, and emphasizing internal communications.
- Process stakeholder service requests efficiently and effectively through coordination of staff skills and surveys.
- Utilize technology to enhance business process performance by continually developing information systems.

### Learning and Growth Perspective

- To enhance employee capabilities through increased staff involvement and increased internal and external training.
- To improve employee motivation and productivity by understanding motivational factors, measuring employee satisfaction, and recognize employee input.

# MANITOBA SECURITIES COMMISSION

**PRO-FORMA BALANCE SHEET**
**AS AT MARCH 31, 2004 TO MARCH 31, 2006**
**$(000s)**

| | 2003/2004 Actual | 2004/2005 Estimates Revised | 2005/2006 Estimates |
|---|---|---|---|
| **ASSETS** | | | |
| Current Assets | | | |
| Cash and Short Term Deposits | 3,314 | 1,645 | 77 |
| Accounts Receivable | 14 | 14 | 5 |
| Prepaid Expenses | 37 | 21 | 20 |
| Restricted Short-Term Deposits | 1,000 | 1,000 | 750 |
| Due from Province of Manitoba | 269 | 269 | 269 |
| Capital Assets | | | |
| At Original Cost | 1,082 | 1,208 | 1,233 |
| Less: Accumulated Amortization | 868 | 946 | 1,020 |
| **TOTAL ASSETS** | 4,848 | 3,210 | 1,334 |
| **CURRENT LIABILITIES** | | | |
| Accounts Payable | 0 | 0 | 0 |
| Accrued Liabilities | 31 | 25 | 25 |
| Accrued Vacation Entitlement | 174 | 149 | 156 |
| Accrued Salaries and Employee Benefits | 67 | 70 | 40 |
| Current Portion of Long-Term Debt | 0 | 0 | 0 |
| Severance Pay Liabilities | 154 | 202 | 172 |
| Pension Liabilities | 0 | 0 | 0 |
| **TOTAL LIABILITIES** | 426 | 446 | 393 |
| **EQUITY** | | | |
| Reserve Fund | 1,000 | 1,000 | 750 |
| Retained Earnings | 3,422 | 1,764 | 191 |
| **TOTAL EQUITY** | 4,422 | 2,764 | 941 |
| **TOTAL LIABILITIES AND EQUITY** | 4,848 | 3,210 | 1,334 |

# MANITOBA SECURITIES COMMISSION

## PRO-FORMA STATEMENT OF EARNINGS AND RETAINED EARNINGS
## FOR THE FISCAL PERIOD ENDING MARCH 31, 2006
## $(000s)

| | 2003/2004 Actual | 2004/2005 Estimates Revised | 2005/2006 Estimates |
|---|---|---|---|
| **REVENUE** | | | |
| Fees | 8,942 | 8,962 | 8,960 |
| Interest Income | 121 | 38 | 40 |
| Miscellaneous | 1 | 0 | 0 |
| **TOTAL REVENUE** | 9,064 | 9,000 | 9,000 |
| **EXPENSES** | | | |
| Salaries and Employee Benefits | 2,048 | 2,340 | 2,399 |
| Staff Development and Training | 21 | 35 | 37 |
| Professional Memberships and Dues | 10 | 12 | 8 |
| Premises | 147 | 150 | 278 |
| Departmental Services | 66 | 82 | 78 |
| Desktop Services | 111 | 108 | 112 |
| Information Systems Support | 217 | 238 | 225 |
| Professional Fees | 72 | 94 | 90 |
| CSA Initiatives | 36 | 124 | 113 |
| Travel | 72 | 70 | 80 |
| Telecommunications | 58 | 68 | 65 |
| Office Materials and Supplies | 100 | 111 | 116 |
| Education/Information Initiatives | 36 | 84 | 84 |
| Amortization | 186 | 78 | 74 |
| Research Resources | 34 | 33 | 36 |
| Miscellaneous | 27 | 31 | 28 |
| **TOTAL EXPENSES** | 3,241 | 3,658 | 3,823 |
| **NET EARNINGS FOR PERIOD** | 5,823 | 5,342 | 5,177 |
| **RETAINED EARNINGS** | | | |
| Beginning of Period | 3,299 | 3,422 | 1,764 |
| Net Earnings for the Period | 5,823 | 5,342 | 5,177 |
| Reserve Fund | 0 | 0 | 250 |
| Disposition of Surplus Operating Funds | (5,700) | (7,000) | (7,000) |
| **RETAINED EARNING END OF PERIOD** | 3,422 | 1,764 | 191 |

# MANITOBA SECURITIES COMMISSION

**PRO-FORMA CASH FLOW STATEMENT**
**FOR THE FISCAL PERIOD ENDING MARCH 31, 2006**
**$(000s)**

| | 2003/2004 Actual | 2004/2005 Estimates Revised | 2005/2006 Estimates |
|---|---|---|---|
| **CASH FROM (USED IN) OPERATING ACTIVITIES** | | | |
| Net Earnings for Year | 5,823 | 5,342 | 5,177 |
| Item not Involving Cash: | | | |
| Amortization of Capital Assets | 186 | 78 | 74 |
| | 6,009 | 5,420 | 5,251 |
| **Net Changes in Non-Cash Working Capital** | | | |
| Accounts Receivable | 21 | 0 | 9 |
| Due from Province of Manitoba | 0 | 0 | 0 |
| Prepaid Expenses | (12) | 17 | 0 |
| Accounts Payable | 0 | 0 | 0 |
| Accrued Liabilities | 25 | (6) | 0 |
| Accrued Vacation Entitlements | (21) | (25) | 8 |
| Accrued Salaries and Employee Benefits | 20 | 3 | (31) |
| Pension Liability | 0 | 0 | 0 |
| Severance Pay Liability | (10) | 48 | (30) |
| | 23 | 37 | (44) |
| **Cash Flows from Investing Activities** | | | |
| Acquisition of Capital Assets | (98) | (126) | (25) |
| Transfer to Restricted Short-Term Deposits | | 0 | 250 |
| **Cash Flows from Financing Activities** | | | |
| Disposition of Surplus Operating Funds | (5,700) | (7,000) | (7,000) |
| | (5,798) | (7,126) | (6,775) |
| **Net Increase/(Decrease) in Cash** | 234 | (1,669) | (1,568) |
| **Cash and Short-Term Investments, Beginning of Period** | 3,080 | 3,314 | 1,645 |
| **Cash and Short-Term Investments, End of Period** | 3,314 | 1,645 | 77 |

## SPECIAL OPERATING AGENCIES

### THE PROPERTY REGISTRY

### BACKGROUND

The Property Registry became a Special Operating Agency April 1, 1997. The agency merges two distinct registries, the Land Titles Office and The Personal Property Registry. The Land Titles Office administers the provincial systems of land holding in accordance with *The Real Property Act, The Registry Act* and other related *Acts*, and maintains the written and drawn legal descriptions of all land in the Province of Manitoba. The Personal Property Registry records and provides information for the public concerning corporate securities appointment of receivers and security interests in collateral in accordance with *The Personal Property Security Act.* It provides a central registry for liens having priority under various provincial statutes.

### MANDATE

The Registry's main function is to provide certification of titles to land, maintain land records and provide reliable information of financial interests in personal property to the public.

### MISSION STATEMENT

To operate modern, efficient, accessible registries which provide quality, assured and reliable information on interests in real and personal property.

### ONGOING GOALS

The ongoing goals of the Registry are to:

- Ensure accurate, orderly and timely registration of documents;
- Maintain the integrity of the system by ensuring proper adherence to all legal, survey and statutory requirements, including issuance of titles and maintenance of the survey fabric;
- Provide cost-effective services.

### CRITICAL SUCCESS FACTORS

- Foster continuous improvement in providing quality and responsive service;
- Provide accountable, fiscally responsible management;
- Follow best private and public sector employment practices with staff involvement;
- Develop strategic information systems, enabling information technology that serves the Registry's business requirements.

## PRODUCTS AND SERVICES

- Reliable and secure title information and issuing certificates of title ownership;
- Professional advice relating to land and interests in land;
- Administers mortgage sale and tax sale proceedings and real property applications;
- Records information about interests in collateral;
- Information records and certificates about The Property Registry;
- Administers and collects land transfer tax on behalf of the Minister of Finance;
- Title information to the City of Winnipeg and to the province.

## KEY OBJECTIVES

### Marketing

- To achieve the identified performance targets for processing work;
- To diversify and enhance products and services;
- To determine client needs and satisfaction.

### Operations and Site Management

- To improve current facilities and reduce costs, long term.

### Financial

- To provide accountable, fiscally responsible management;
- To continue to collect appropriate level of fees and taxes;
- To maintain province's net revenue position;
- To ensure net income and financial viability.

### Records Preservation

- To preserve existing paper records of the Land Titles Office and all electronic records of the Registry.

### Human Resources

- To provide a strategic approach to planning and preparing for renewal;
- To improve employee knowledge and skills;
- To proactively address succession planning.

### Information Technology

In consultation with the Manitoba Information and Communication Technologies (MICT), the Registry will deliver service by:

- Reviewing existing Registry systems;
- Developing exact specifications and requirements for redevelopment of cohesive and integrated information technology systems;
- Developing a long-term plan for providing e-service to the public for all agency public systems;
- Moving towards standardized corporate application development platforms.

**2005/2006 KEY TARGETS**

- Turnaround time in calendar days (yearly average)

| | |
|---|---|
| Land Titles registrations | 5 days electronic (Winnipeg); 3 days (Regional) |
| Surveys registration | 7 days |
| Survey examinations | 7 days |
| Public searches (Land Titles Offices) | 1 day |

- Personal Property Registrations

| | |
|---|---|
| Printed | 5 days |
| Electronic | 1 day |

- Searches

| | |
|---|---|
| Printed | 1 day |
| Electronic | same day |

# THE PROPERTY REGISTRY

**PROFORMA BALANCE SHEET**
**AS AT MARCH 31 FOR THE YEARS 2004 TO 2005/2006**
**$(000s)**
**UNAUDITED**

| | 2003/2004 Actual | 2004/2005 Revised Estimates | 2005/2006 Estimates |
|---|---|---|---|
| **Assets** | | | |
| Current Assets | | | |
| Cash and Short-Term Investments-Operations | 8,310.6 | 5,246.3 | 2,818.4 |
| Pension Investment account | 0.0 | 0.0 | 0.0 |
| Customer Account Deposits | 1,152.0 | 1,100.0 | 1,100.0 |
| Accounts Receivable | 229.0 | 165.0 | 165.0 |
| Prepaid Expenses | 70.4 | 70.0 | 70.0 |
| Long-Term Investments and Amounts Due from the Province of Manitoba | | | |
| Uncollected Cost Recovery | 0.0 | 0.0 | 0.0 |
| Severance Payable | 1,076.2 | 1,076.2 | 1,076.2 |
| Vacation Payable | 525.9 | 525.9 | 525.9 |
| Capital Assets, Net of Accumulated Amortization | 497.6 | 838.4 | 1,103.4 |
| **TOTAL ASSETS** | 11,861.7 | 9,021.8 | 6,858.9 |
| **Current Liabilities** | | | |
| Accounts Payable and Accrued Liabilities | 384.9 | 350.0 | 350.0 |
| Customer Account Deposits Liability | 1,154.9 | 1,100.0 | 1,100.0 |
| Severance Payable | 301.4 | 256.0 | 256.0 |
| Vacation Payable | 722.3 | 700.0 | 700.0 |
| Current portion of Capital Lease Obligations | 20.1 | 5.0 | 0.0 |
| Land Titles Assurance Fund | 43.2 | 0.0 | 0.0 |
| Long-Term Debt | | | |
| Accrued Pension Costs | 0.0 | 0.0 | 0.0 |
| Long-term Obligations under Capital Lease | 5.4 | 0.0 | 0.0 |
| Long-term Severance Payable | 904.3 | 860.0 | 860.0 |
| **TOTAL LIABILITIES** | 3,536.5 | 3,271.0 | 3,266.0 |
| **Net Assets** | | | |
| Equity Contribution by the province | 0.0 | 0.0 | 0.0 |
| Revenue Fluctuation Reserve | 1,756.1 | 1,793.0 | 1,781.0 |
| Retained Earnings | 6,569.1 | 3,957.8 | 1,811.9 |
| **Total Net Assets** | 8,325.2 | 5,750.8 | 3,592.9 |
| **TOTAL LIABILITIES AND NET ASSETS** | 11,861.7 | 9,021.8 | 6,858.9 |

# THE PROPERTY REGISTRY

## PRO-FORMA STATEMENT OF EARNINGS AND RETAINED EARNINGS
## FOR THE FISCAL PERIOD ENDING MARCH 31, 2006
## $(000s)

| | 2003/2004 Actual | 2004/2005 Estimates Revised | 2005/2006 Estimates |
|---|---|---|---|
| **REVENUE** | | | |
| Land Transfer Tax | 18,309.9 | 19,000.0 | 24,000.0 |
| Fee Revenue – Land Titles | 11,213.1 | 11,796.6 | 11,700.0 |
| Fee Revenue – Personal Property Registry | 5,473.6 | 5,156.0 | 5,200.0 |
| Cost Recoveries – Administration of Land Transfer Tax | 0.0 | 190.0 | 240.0 |
| Cost Recoveries – Services to Provincial Departments | 404.8 | 311.0 | 297.4 |
| Salary Recoveries | 283.2 | 283.5 | 296.7 |
| Interest Income | 186.1 | 192.4 | 80.7 |
| Less: Tax Revenue Collected on Behalf of the province | (18,309.9) | (19,000.0) | (24,000.0) |
| **TOTAL REVENUE** | 17,560.8 | 17,929.5 | 17,814.8 |
| **EXPENSES** | | | |
| Salaries and Employee Benefits | 7,560.9 | 7,851.1 | 8,208.8 |
| Pension Expense | 336.7 | 401.9 | 412.6 |
| Bad Debt Expense | 0.0 | 2.0 | 2.0 |
| Better Methods SAP Expense | 19.9 | 26.0 | 26.0 |
| BSI Allocated Costs | 1,405.0 | 1,353.2 | 1,242.4 |
| Computer Processing – ISM | 297.5 | 303.0 | 328.0 |
| Computer Processing – Telecommunications | 2.8 | 10.0 | 10.0 |
| Contributed Services and funds | 300.8 | 439.1 | 489.1 |
| Department Services | 48.1 | 88.7 | 58.5 |
| Desktop Services | 440.4 | 605.1 | 623.3 |
| Equipment Lease | 69.9 | 80.2 | 83.0 |
| Field Inspections | 7.0 | 15.0 | 15.0 |
| Insurance | 4.9 | 10.0 | 10.0 |
| Interest and Bank Charges | 27.5 | 35.0 | 36.0 |
| Market Development Costs | 4.2 | 14.5 | 5.0 |
| Occupancy Costs | 672.3 | 755.6 | 687.2 |
| Office Supplies and Printing | 176.3 | 262.5 | 229.0 |
| POS Initiative Costs | 0.0 | 0.0 | 65.0 |
| Postage and Delivery | 187.0 | 233.6 | 197.5 |
| Professional Fees | 35.1 | 44.0 | 48.5 |
| Publications and Subscriptions | 20.2 | 29.5 | 25.0 |
| Records Preservation Program Gross Exp. | 266.8 | 253.6 | 280.0 |
| Repairs and Maintenance | 75.5 | 98.0 | 98.0 |
| SOAFA Annual Levy | 0.9 | 2.0 | 2.0 |
| Special Surveys | 92.2 | 90.0 | 90.0 |
| Survey Remonumentation Program | 150.6 | 150.0 | 180.0 |
| Telephone | 72.2 | 91.0 | 88.0 |
| Training and Staff Development | 34.8 | 141.3 | 135.4 |
| Travel | 22.2 | 48.0 | 42.4 |
| Amortization | 163.0 | 270.0 | 355.0 |
| Loss on Disposal of Capital Assets | 0.0 | 0.0 | 0.0 |
| **TOTAL EXPENSES** | 12,494.7 | 13,703.9 | 14,072.7 |
| **NET EARNINGS FOR PERIOD** | 5,066.1 | 4,225.6 | 3,742.1 |
| **RETAINED EARNINGS** | | | |
| Beginning of Period | 5,113.8 | 6,569.1 | 3,957.8 |
| Change in Revenue Fluctuation Reserve | (110.8) | (36.9) | 12.0 |
| Transfer of surplus funds to the province | (3,500.0) | (6,800.0) | (5,900.0) |
| **RETAINED EARNING END OF PERIOD** | 6,569.1 | 3,957.8 | 1,811.9 |

# THE PROPERTY REGISTRY

## PRO-FORMA CASH FLOW STATEMENT
## FOR THE FISCAL PERIOD ENDING MARCH 31, 2006
## $(000s)

| | 2003/2004 Actual | 2004/2005 Estimates Revised | 2005/2006 Estimates |
|---|---|---|---|
| **CASH FROM (USED IN) OPERATING ACTIVITIES** | | | |
| Net Earnings for Year | 5,066.1 | 4,225.6 | 3,742.1 |
| Item Not Involving Cash: | | | |
| Amortization of Capital Assets | 163.0 | 270.0 | 355.0 |
| | 5,229.1 | 4,495.6 | 4,097.1 |
| **Net Changes in Non-Cash Working Capital** | | | |
| Customer Account Deposits | 9.5 | 52.0 | 0.0 |
| Accounts Receivable | (100.4) | 64.0 | 0.0 |
| Accounts Receivable – Departments | (25.7) | 0.0 | 0.0 |
| Prepaid Expenses | (16.6) | 0.4 | 0.0 |
| Due from Province of Manitoba – Vacation Payable | 20.2 | 0.0 | 0.0 |
| Due from Province of Manitoba – Severance Liability | 0.0 | 0.0 | 0.0 |
| Due from Province of Manitoba – Pension Adjustment | 0.0 | 0.0 | 0.0 |
| Accounts Payable and Accrued Liabilities | 104.4 | (34.9) | 0.0 |
| PPA for BSI Accrual | 0.0 | 0.0 | 0.0 |
| Vacation Payable | 13.8 | (22.3) | 0.0 |
| Customer Account Deposit Liability | (8.6) | (54.9) | 0.0 |
| Current Portion of Capital Lease Obligations | 2.0 | (15.1) | (5.0) |
| Land Titles Assurance Fund Net Deposits | 9.3 | (43.2) | 0.0 |
| Severance Payable – Current Portion | (14.6) | (45.4) | 0.0 |
| Accrued Pension Costs | 0.0 | 0.0 | 0.0 |
| Long-Term Obligations Under Capital Leases | (20.0) | (5.4) | 0.0 |
| Severance Payable – Long-Term Portion | (43.6) | (44.3) | 0.0 |
| | 5,158.8 | 4,346.5 | 4,092.1 |
| **Cash Flows from Investing Activities** | | | |
| Additions to Computer Equipment | (34.1) | (169.0) | (115.0) |
| System Upgrade WIP | 0.0 | (60.0) | (100.0) |
| Additions to Office Equipment | (69.9) | (50.0) | (150.0) |
| Additions to Leasehold Improvements | (210.9) | (331.8) | (255.0) |
| | (314.9) | (610.8) | (620.0) |
| **Cash Flows from Financing Activities** | | | |
| Equity Contributions by the province | 0.0 | 0.0 | 0.0 |
| Cost Recovery Collection Deferral | 0.0 | 0.0 | 0.0 |
| Revenue Sharing to the province | (3,500.0) | (6,800.0) | (5,900.0) |
| | (3,500.0) | (6,800.0) | (5,900.0) |
| **Net Increase/(Decrease) in Cash** | 1,343.9 | (3,064.3) | (2,427.9) |
| **Cash and Short-Term Investments, Beginning of Period** | 6,966.7 | 8,310.6 | 5,246.3 |
| **Cash and Short-Term Investments, End of Period** | 8,310.6 | 5,246.3 | 2,818.4 |

## COMPANIES OFFICE

### GOALS AND MISSION

The Office's mission and goals are reflected in its mission statement:

> The Companies Office is the Manitoba registry of businesses and corporations, where employees strive to exceed customer expectations through the delivery of quality cost-effective services.

### ORGANIZATIONAL VALUES

The mission statement is supported by the following organizational values:

**Human Resources**

Belief in our staff is demonstrated by our commitment to:

- Fostering employee education and training;
- Building and encouraging staff team work, job satisfaction, morale and staff empowerment;
- Encouraging and acknowledging activities and contributions.

**Service Delivery**

Service excellence is demonstrated by our commitment to:

- Encouraging innovative ideas for continuous improvement;
- Delivering timely and complete information in a courteous manner.

**Planning**

Long and short term planning is demonstrated by:

- Having clear objectives for the Office;
- Multi-year budgeting;
- Periodically conducting a formalized Strategic Planning session.

**Technological Innovations**

The Office's belief in technology is demonstrated by:

- Working towards Internet availability of the Office's products and services;
- Keeping in step with future advances in information technology.

## SUMMARY OF COMPANIES OFFICE GOALS

Summary of the Product and Service Plan goals:

- Prepare on-line version for the Companies Office Manuals;
- To hold one client impact meeting;
- To develop a plan regarding the requesting and the sending files electronically;
- Administer Parts 2 and 3 of the Manitoba Evidence Act as it relates to the appointment of Commissioners for Oaths and Notaries Public.

Summary of the Human Resource Plan goals:

- To review business processes susceptible to errors and identify process improvements;
- To continue to provide staff with short-term exchange programs with another office capable of providing employee with learning opportunities that would benefit the Office and enhance the information provided to customers;
- To continue the knowledge measurement plan;
- To obtain two FTE's for staff in the Hub Administration Unit.

Summary of the Performance Framework Plan:

- To maintain the Office's continuous improvement program.

Summary of Quality Service goals:

- To maintain the Office's continuous improvement program.

Summary of Information Technology Management Plan:

- To submit to Treasury Board by March 31, 2005, a multi-year system development plan, including estimated costs and funding approaches.
- That the Hub Administration unit will require a budget of $386,800.

Summary of Financial Management Plan goals:

- Fund Information Technology Plan;
- Fund Human Resource Plan;
- Fund Product and Service Plan;
- Contribute $1,615 to Consolidated Revenue Fund;
- Prepare reports required by SOAFA.

## PERFORMANCE FRAMEWORK PLAN

The Office chose the Balanced Scorecard approach to performance measurement. Implemented in 1996, the plan has a baseline determined largely in the 1996/1997 fiscal year. The performance measures are monitored quarterly and circulated so that all staff will be aware of the progress towards the Office's goals.

## BALANCE SCORECARD PERFORMANCE FRAMEWORK

The Balanced Scorecard Performance Framework translates the Office's Mission Statement into performance targets under four headings. The headings represent a balance between external measures and internal measures.

External measures: Financial
Customer Satisfaction

Internal measures: Learning and Growth
Business Processes

To be sure the Office is achieving its articulated Mission, performance indicators have been determined in each of the four headings as follows:

| 1) CUSTOMERS (to achieve our vision, how should we appear to our customers) | | | | | |
|---|---|---|---|---|---|
| OBJECTIVES | CRITICAL SUCCESS FACTORS (things that have to go right to reach the objective) | PERFORMANCE MEASURES (indicators to gauge success) | BASELINE March 31, 1997 (except as noted) | PROJECTED March 31, 2005 | PERFORMANCE TARGETS (goals based on measures) March 31, 2006 |
| Exceed customers' expectations by providing quality service. | Provide service which:<br>1) is prompt | % of "Tell Us How We Are Doing" forms which indicate very satisfied. | 71%<br>(Sept./00)<br>(very satisfied) | 80%<br>(very satisfied) | 80%<br>(very satisfied) |
| | 2) provides requested information | % of "Tell Us How We Are Doing" forms which indicate very satisfied. | 84%<br>(Sept./00)<br>(very satisfied) | 90%<br>(very satisfied) | 90%<br>(very satisfied) |
| | 3) provides service which is without error | % of "Tell Us How We Are Doing" forms which indicate very satisfied. | 76%<br>(Sept./00)<br>(very satisfied) | 85%<br>(very satisfied) | 85%<br>(very satisfied) |
| | Provide new customer service and products | Ongoing development of new product or service. | Four | Two | One |

| 2) BUSINESS PRACTICES (To satisfy our customers, what business processes must we exceed at) | | | | | |
|---|---|---|---|---|---|
| OBJECTIVES | CRITICAL SUCCESS FACTORS (things that have to do right to reach the objective) | PERFORMANCE MEASURES (indicators to gauge success) | BASELINE March 31, 1997 (except as noted) | PROJECTED March 31, 2005 | PEFORMANCE TARGETS (goals based on measures) March 31, 2006 |
| To process customer service requests in an efficient and effective manner. | Employ strategies that will decrease cycle time. | Cycle time for processing:<br>- Business documents<br>- Corporate documents<br>- Annual Returns | (Six month baseline as of Sept. 1997) documents processed:<br>a) Business Name Registrations : 3 working days<br>b)Incorporations: 3 working days<br>c) Annual Returns: 11 working days. | Documents processed:<br>a) Business Name Registrations: 2.5 working days<br>b) Incorporations: 2.5 working days<br>c) Annual Returns: 6.5 working days | a) Business Name Registrations: 3 working days<br>b) Incorporations: 3 working days (Note 1)<br>c) Note 2 |
| | | Percentage of customers that file Name Reservations online. | 37% (Mar.04) | 60% | 60% |
| | | Percentage of customers that receive Name Reservations by e-mail/fax | 67% (Mar.04) | 65% | 70% |
| | To exceed customer expectations by providing personal telephone services that were:<br>1) courteous and friendly<br>2) provided by knowledgeable and competent staff.<br>3) responsive to your needs. | % of customers surveyed that rate the personal telephone service as very satisfied.<br>(Q3 on "Tell Us How We Are Doing" Forms – Telephone Survey) | 63% (Sept./00) | 85% (very satisfied) | 85% (very satisfied) |

Note 1 - The standard for Name Registrations and Incorporations has been increased for 2006 due to processes that were added to the workflow as a result of the implementation of Manitoba Business Links.

Note 2 - For 2005/06, the Office has removed Annual Return cycle times from the Balanced Scorecard Performance Framework. Unlike the processing of Business Name Registrations and Incorporations, Annual Return filers do not receive any notification as to the successful processing of their Annual Returns (first "notification" is often the client's next bank statement where clearing of the payment cheque is shown), and therefore the cycle time measurement does not reflect a standard that is of great value to Office clients. Notwithstanding, the Office recognizes that the monitoring of processing performance is important for employee productivity, and therefore the Office will be retaining an internal measurement standard in connection with the processing of Annual Returns. Initially, the standard will be 6.5 days from filing (representing the final cycle time for that process that was included in the 2004/05 Balanced Scorecard), but the Office will be looking at other forms of measurement as alternatives (eg. volume of Annual Returns processed per week, etc.)

| 3) LEARNING AND GROWTH: (to achieve our vision, how will we sustain our ability to change and improve) | | | | | |
|---|---|---|---|---|---|
| OBJECTIVES | CRITICAL SUCCESS FACTORS (things that have to go right to achieve the objective) | PERFORMANCE TARGETS (indicators to gauge success factors) | BASELINE March 31/97 (except as noted) | PROJECTED March 31, 2005 | PERFORMANCE TARGETS (goals based on measures) March 31, 2006 |
| To have a well trained, knowledgeable staff. | Implement a human resource development plan with individual and corporate development plans. | % of staff who achieve 90% on knowledge measurement assessment | Staff attended two in-house training courses<br><br>No prior history | Staff attend 12 in-house training courses<br><br>90% | Staff attend 12 in-house training sessions.<br><br>90% |
| To have a motivated staff. | Implement a reward and recognition program tied to SOA goals. | % of staff contributing to BEST and SOA goals. | 78% | 80% of staff receive certificate of recognition confirming involvement of Best Committee or SOA goals and process improvement. | 80% of staff receive certificate of recognition confirming involvement in BEST Committee, SOA goals and BSI process improvement. |
| | Operation of the Fun Committee. | Events that contribute to staff morale. | 5 events. | Holding of 6 events in the year. | 12 events. |
| To have staff with a demonstrated ability to effect change. | Maintaining a work environment that encourages suggestions for improvement and uses them to effect change. | Number of staff suggestions that are revenue enhancing, money saving or improvements to customer service that are implemented. | 26 suggestions, 9 of which were implemented. | 20 suggestions, 12 of which are implemented. | 20 suggestions, 12 of which are implemented. |

| 4) Financial (to succeed financially, we need to achieve) | | | | | |
|---|---|---|---|---|---|
| OBJECTIVES | CRITICAL SUCCESS FACTORS: (things that have to go right to achieve the objective | PERFORMANCE MEASURES (indicators to gauge success) | BASELINE Mar. 31, 1997 (except as noted) | PROJECTED Mar. 31, 2005 | PEFORMANCE TARGETS (goals based on measures) March 31, 2006 |
| Operate as a financially sound SOA | Possess assets to facilitate business development | Profit | Three Year Average $1,819 | $938 | $1,122 |
| | | Revenue Contribution | $1,000 | $1,700 | $1,615 |

# COMPANIES OFFICE

## PRO-FORMA BALANCE SHEET
## AS AT MARCH 31, 2004 TO MARCH 31, 2006
## $(000s)

| | 2003/2004 Actual | 2004/2005 Estimates Revised | 2005/2006 Estimates |
|---|---|---|---|
| **ASSETS** | | | |
| Current Assets | | | |
| Cash and Short-Term Investments | 2,139 | 1,396 | 948 |
| Accounts Receivable | 153 | 153 | 153 |
| Prepaid Expenses | 16 | 16 | 16 |
| Receivable from Province of Manitoba | 218 | 218 | 218 |
| Capital Assets | 84 | 85 | 60 |
| **TOTAL ASSETS** | 2,610 | 1,868 | 1,395 |
| **CURRENT LIABILITIES** | | | |
| Accounts Payable and Accrued | 303 | 303 | 303 |
| Accrued Vacation | 149 | 149 | 149 |
| Long-Term Severance Payable | 218 | 238 | 258 |
| **TOTAL LIABILITIES** | 670 | 690 | 710 |
| **EQUITY** | | | |
| Retained Earnings | 1,940 | 1,178 | 685 |
| **TOTAL LIABILITIES AND EQUITY** | 2,610 | 1,868 | 1,395 |

# COMPANIES OFFICE

## PRO-FORMA STATEMENT OF EARNINGS AND RETAINED EARNINGS FOR THE FISCAL PERIOD ENDING MARCH 31, 2006

**$(000s)**

| | 2003/2004 Actual | 2004/2005 Estimates Revised | 2005/2006 Estimates |
|---|---|---|---|
| **REVENUE** | | | |
| Fees and Service | 4,757 | 4,975 | 5,332 |
| Gazette Advertising | 0 | 0 | 0 |
| Interest | 41 | 20 | 4 |
| **TOTAL REVENUE** | 4,798 | 4,995 | 5,336 |
| **EXPENSES** | | | |
| Salaries and Employee Benefits | 1,410 | 1,498 | 1,529 |
| Accounting/Consulting | 13 | 18 | 19 |
| Amortization | 22 | 26 | 25 |
| Audit | 4 | 4 | 4 |
| Bad Debts | 2 | 2 | 3 |
| BSI Cost Allocation | 1,241 | 1,370 | 1,311 |
| Bank Charges | 14 | 15 | 20 |
| Communications | 26 | 31 | 31 |
| Conversion/Implementation | 81 | 0 | 0 |
| Computer | 93 | 110 | 112 |
| Debt Services | 30 | 35 | 35 |
| Desktop Management – Support Costs | 97 | 110 | 115 |
| Disaster Recovery | 35 | 50 | 75 (1) |
| Equipment Maintenance | 7 | 9 | 9 |
| Insurance | 12 | 16 | 18 |
| Legal Services | 65 | 20 | 20 |
| Miscellaneous | 14 | 16 | 17 |
| Manitoba Business Links | 201 | 275 | 275 (2) |
| Notary Public | 0 | 0 | 117 |
| NUANS | 149 | 165 | 170 |
| Accommodations | 122 | 126 | 130 |
| Payroll Processing | 20 | 25 | 28 |
| POS Licence Fees | 0 | 0 | 5 |
| Postal/Courier | 45 | 42 | 44 |
| Programmers | 22 | 40 | 45 |
| SOA Levy | 0 | 1 | 1 |
| Stationery | 48 | 45 | 47 |
| Transportation | 7 | 8 | 9 |
| **TOTAL EXPENSES** | 3,780 | 4,057 | 4,214 |
| **NET EARNINGS FOR PERIOD** | 1,018 | 938 | 1,122 |
| **RETAINED EARNINGS** | | | |
| Beginning of Period | 1,722 | 1,940 | 1,178 |
| Revenue Share to Province of Manitoba | 800 | 1,700 | 1,615 |
| **RETAINED EARNINGS END OF PERIOD** | 1,940 | 1,178 | 685 |

1. Implementation of a Document Management System.
2. Represent costs associated with setting up the administration of the new Manitoba Business Links System.

# COMPANIES OFFICE

## PRO-FORMA CASH FLOW STATEMENT
## FOR THE YEARS ENDING MARCH 31, 2004 TO MARCH 31, 2006
## $(000s)

| | 2003/2004 Actual | 2004/2005 Estimates Revised | 2005/2006 Estimates |
|---|---|---|---|
| **CASH PROVIDED (USED) OPERATING ACTIVITIES** | | | |
| Net Earnings for Year | 1,018 | 938 | 1,122 |
| Item not Involving Cash: | | | |
| Amortization of Capital Assets | 22 | 26 | 25 |
| Severance Pay Expenses | 12 | 20 | 20 |
| | 1,052 | 984 | 1,167 |
| **Net Changes in Non Cash Working Capital Balances:** | | | |
| Accounts Payable and Accrued Liabilities | 233 | 0 | 0 |
| Accounts Receivable | (61) | 0 | 0 |
| Prepaid Expenses | (1) | 0 | 0 |
| Accrued Vacation | 0 | 0 | 0 |
| | 1,223 | 984 | 1,167 |
| **Cash Flows from Investing Activities:** | | | |
| Acquisition of Capital Assets | (20) | (27) | 0 |
| **Cash Flows from Financing Activities:** | | | |
| Revenue Share to Province of Manitoba | (800) | (1,700) | (1,615) |
| | (820) | (1,727) | (1,615) |
| **INCREASE (DECREASE) IN CASH BALANCE** | 403 | (743) | (448) |
| **OPENING CASH BALANCE** | 1,736 | 2,139 | 1,396 |
| **CLOSING CASH BALANCE** | 2,139 | 1,396 | 948 |

# PART 6

# GLOSSARY

## GLOSSARY

### Cost Element

A cost element is a classification of expenditures according to the nature of expense such as salaries, supplies and services, etc., which identifies the object of expenditure out of appropriation funds. The government accounting system tracks expenditures according to the following cost element groups:

| Cost Element Group | Group Components |
|---|---|
| Salaries | Regular Earnings, Other Earnings (overtime, shift premium), Ministers and Members of the Legislative Assembly, Fringe Benefits, Other (Worker's Compensation Allowance, Supplement), Health and Education Tax Levy, Benefit Chargeback. |
| Grants and Transfer Payments | Discretionary Grant, Nondiscretionary Grant, Transfer Payment, Valuation Allowance, Capital Grant. |
| Transportation | Vehicles, Aircraft, Other (Taxi, Bus, Freight, Rail), Travel Agency Fees, Freight/Courier. |
| Communication | Telephone, Electronic Communication Services, Postal Services, Advertising/Program Promotion, Radio Systems, Other. |
| Supplies and Services | Operating Supplies, Materials, Office Supplies, Maintenance, Other Services, Rentals, Professional Services, Utilities, Other Fees. |
| Public Debt | Credit/Debit Card Fees, Gain/Loss on Foreign Exchange, Interest on Debt, Discount on Debt, Amortization - Debt, Interest Charges, Other Charges. |
| Minor Capital | Land, Buildings, Vehicles, Machinery & Equipment, Computers, Furniture, Leasehold Improvements, Loss on Sale of an Asset, Amortization Expense. |
| Other Operating | Accommodations, Food and Beverage, Computer Related Charges, Insurance Costs, Publications, Allowances and Other Financial Compensation, Other Personnel Costs (relocation/transfer costs), Other Operating (membership fees, hospitality, employee training, uniforms, conference/ convention registration fees, incidental allowances), Imputed Surcharges. |
| Financial Assistance and Related Costs | Clothing for Citizens, Fees and Services, Assistance Payments (food, shelter, allowances, utilities), Transportation, Health, Special Needs. |

**Employee Benefits**

Costs incurred by government for its contributions to the Employment Insurance Program, Canada Pension Plan, Group Life Insurance Plan, Ambulance, Hospital Semi-Private Plan, as well as costs related to pension liability for new employees, and payments made under the Dental Plan, Long-Term Disability Plan and Levy for Health and Post Secondary Education.

**Estimates of Expenditure (Adjusted)**

A re-alignment of the previous year's estimates of expenditure for any organizational change to provide for more accurate and realistic comparisons from one budget year to the next.

**Full Time Equivalent ((FTE)**

A measurement for number of positions. Every full-time regular position represents one full-time equivalent position. Other categories (e.g., term, departmental, sessional, contract) are measured in proportional equivalents, e.g., a program with a vote of 1.50 term FTE could hire staff in any combination that results in a total of 1½ years (or 78 weeks) of employment (e.g., 6 staff for 3 months (13 weeks) each; 2 staff for 9 months (39 weeks) each; 1 full time and 1 half time staff for 1 year; 3 half time staff for 1 year, etc.).

For further information related to staffing, please refer to the Civil Service Commission's intranet website (HR Personnel/Guides/SAP - HR Data Standards).

**Staff Categories**

**Managerial**

Positions which have been delegated the authority and have the responsibility to plan, administer, and control the resources and activities of a defined organizational unit in the Manitoba Government, and are directly and fully accountable for:

- the utilization of resources in achieving planned objectives including the development of a budget and the initiation and authorization of expenditures; and,

- the organization's results and impacts.

**Professional/Technical**

Employees who have duties that relate to specific areas of program operations requiring some functional specialization.

Included in this category are employees classified within the following components and/or series:

Education
Health
Legal, Inspection and Regulatory
Physical Sciences
Social Sciences
Trades, Operations and Services
Personnel Officer Series
Administration (with the exception of the Administrative Officer Series)
Engineers (O.P.E.E.P.M.)
Legal Aid Lawyers (L.A.L.A.)
Crown Attorneys (M.A.C.A.)
Doctors (M.M.A.)
Legislative Assembly Management Committee
Professional Officer Series

NOTE: Those employees designated as managers and also classified within one of the above components or the excluded component shall be categorized only once, as managerial.

**Administrative Support**

Employees who have duties related to the provision of support and assistance to program operations.

Included in this category are employees classified within the clerical component or the Administrative Officer series.

**Staff Turnover Allowance**

An adjustment made to a salaries account to allow for attrition and staff turnover. It is a negative adjustment to enable the organization to more accurately display salary requirements.